Date: 2 August 2017

Time: 2:00

Venue: QUT GP

Present: Jacob Huggett, William Huggett, Jed Riggs, Steven Robley

Apologies: Tom Reidy

| **Agenda Item** | **Action By** | **Date Due** |
| --- | --- | --- |
| 1. **Team Meeting Purpose**   Creating a team and discovering what the unit outline is | All | 02/08/17 |
| 1. **Welcome**   Tutor Jesse welcomed in class | Tutor | 02/08/17 |
| 1. **Minutes** |  | 02/08/17 |
| 1. **Register** |  | 02/08/17 |
| 1. **General Business** |  | 02/08/17 |
| 1. **Closure** |  | 02/08/17 |
| Meeting closed at 4pm |  |  |

Jacob Huggett Date: 02/08/2017

Chairperson