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| COMP501 Assignment 3 – Team 1202 | |
| Location: | WA6 Room11 |
| Date: | 06/05/2022 |
| Time: | 10:30-12:00 |
| Present: | Jordan Daubney  Kayleigh Roffe |

# Agenda Items

1. Read through Assignment 3\_v2 document found on Canvas and understand what is expected for each stage of the assignment
2. Read through and discuss the marking rubric so that we can clearly understand what is needed for our group presentation of our proposal
3. Allow all group members to start researching for potential articles that could help us in the reviewing of our portfolio
4. Each group member to choose a link and thoroughly read through it to understand whether the article will be useful or not.
   1. If the article is useful then create notes about what they found interesting and ensure that referencing is clearly stated
5. Update website with required information so that all group members can see what is happening and what is needed for the next stage

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| Action Items | Owner(s) | Deadline | Status |
| 1 | Kayleigh Roffe | 06/05/2022 | Complete |
| 2 | Kayleigh Roffe | 06/05/2022 | Complete |
| 3 | Kayleigh Roffe | 20/05/2022 | In Progress |
| 4 | Kayleigh Roffe | 27/05/2022 | In Progress |
| 5 | Jordan Daubney | 10/06/2022 | In Progress |