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| meeting Minutes | |
| group e | |
| Date: | 17 Mar |
| Time: | 1800 AEDT |
| Meeting called to order by: | Melbin, Joseph |

# In attendance

Chuang, Keith; Gandhi, Rupesh, Melbin, Joseph; Tong Chiu, Yiu.

# Approval of minutes

# Meeting items

* Review Assessment 1A
* Review Assessment 1B Team inputs
* Determine Outstanding Actions

# Actions

* Finalise Research Question
* Establish Team Repository (Chuang, Keith)
* Establish Team One Drive (Gandhi, Rupesh)
* Complete Assessment 1A
* Complete Assessment 1B
* Complete Week 1 Reflection

# Deliverables

* Assessment 1A, due 1700 AEDT 19 Mar
* Assessment 1B, due 1700 AEDT 19 Mar
* Assessment 2, due 2200 AEST 09 Apr
* Assessment 3, due 2200 AEST 20 Apr
* Assessment 4, due 2200 AEST 23 Apr

# Next meeting

## The next meeting will be held at 1730 AEST 18 Mar.