Minutes

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| Date | Items in the agenda | Outcome | Time started | Time ended | Team member present | Team member absent |
| 14/10/21 | Group assignment meeting 1 | * Created a group repository on GitHub * Created format for protocols of project meetings templates * Arranged a weekly meeting time * Exchanged contact details * Divided the subsystems between group members (Raf – Crownpass Vaccinator, Martyna – Crownpass Owner, Sara – Crownpass Holder, Noof – Crownpass Tester) | 3:00 pm |  | Raphael, Noof, Sara, Martyna | N/A |
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