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| **Meeting Date** |  |
| **Time** | 35/09/24 14:00 |
| **Location/Platform** | Zoom |

**Weekly Team Meeting**

* **Agenda (Before Meeting)**

|  |  |
| --- | --- |
| **#** | **Agenda Items** |
| **1.** | Introductions and Role Assignments |
| **2.** | Project Overview Discussion |
| **3.** | Discuss Initial Tasks for Next Week |
| **4.** | Schedule Weekly Meeting Day and Time |
| **5.** |  |

* **Attendance**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Present/Absent** |
| Ross Holme | Cloud-Tables Operations Lead | Present |
| Mark Ikahu | Cloud-Tables Manager Lead | Present |
|  | Cloud-Tables Customer Lead | Present |
|  | Cloud-Tables Service Lead | Present |

* **Meeting Minutes**

|  |  |  |
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| **#** | **Discussion Points** | **Follow-up Action** |
| **1.** | **Introductions**: Each team member shared their skills and discussed strengths. | Review project case study document. |
| **2.** | **Roles Assigned**: Each member was assigned a subsystem. | Explore software quality requirements relevant to each subsystem. |
| **3.** | **Meeting Schedule**: Weekly on Saturday at 14:00. |  |
| **4.** |  |  |
| **5.** |  |  |

* **Progress Update**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Task** | **Steps Taken** | **Progress (%)** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |