| RMIT_POS_CMYK | **Introduction to**  **Information and Technology**  **Semester C - 2021**  **Meeting Record Sheet** |
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| Date: | | | 19/11/2021 |
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| Team Name: | **Group 1: Memeiacs** |  | |
| Members Present: | Nguyen Thu Thuy (Lala) - s3870273 | Vu Quoc Gia Quan - s3927120 | |
| Dang Hoang Anh Khoa - s3836606 | Mai Duc Minh - s3681447 | |
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| Discussed: | \_ Assign tasks for everyone.  \_ Create a Drive folder for the team. |
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| Agreed: | \_ Assign tasks for everyone:  + Lala: Describe team name, designing the website.  + Quan: Receive everyone's ideal jobs to analyse the compatibility.  + Khoa: 2. Tools: set up GitHub repository, identify what should be stored on GitHub repo? (assignment submission, but may also include other reports or information, code, examples, formatted data, images and videos, links, and similar information?). Mainly responsible for designing the website with Lala's support.  + Minh: Continue to research more clearly on the project idea, find some videos for 3. IT works.  + Common tasks: Complete personal profile, send ideal jobs to Quan for comparing and analysing. |
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| To do  for next meeting: | Update the given tasks frequently. |
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| Date of Next Meeting: | Week 6 |
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Team Member Signatures:

| Lala Nguyen |  |
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Supervisor Signature:

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