

Meeting Agenda – Meeting 1  
(A2 stockIT)

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Date: 17-10-2021  
Time: 7:00 PM AEST

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Details:

1. Celebration of completion of assignment 2
  - Discuss What we think we did well
  - Discuss improvements for next assignment
2. Discuss requirements of assignment 3
  - Think of what you individually want from this assignment learning wise
  - Ascertain communication rules, concerning meetings and chats going forward in line with assignment constraints.
3. Brainstorm ideas for uniform referencing to ensure consistency between work submitted
4. Discuss pros vs cons for moving away from docx, xlsx, pptx files.