

Meeting Minutes

Team name: BWB

Meeting No: 10

Location: Online(discord)

Attending: All members

Apologies: None

Meeting start time: 18/10/2024 – 10:00pm

Matters arising from Previous minutes:

Yes

No

Issues raised from previous minutes	Discussions	Outcome (Resolved?)

Confirmation of minutes from last meeting:

Yes

No

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Skillset	Project management and web development skill that is related to group.	Each member is more to new to this industry, but each brings a good skillset to the table.	

Actions in brief:

This meeting is mostly about getting to know each member deeper and share some knowledge, especially something related to group

Meeting closed at: 11:00pm

Next meeting time, date and location: 25/10/2024, 10:00pm discord call