**Meeting Minutes**

**Team name**: Team 55

**Meeting No**: Session 5, Group 5

**Location:** EN401

**Attending:** Dwayne, Minaya, Mouyly

**Apologies:**

**Meeting start time:** 4:30 PM

**Matters arising from Previous minutes: Yes No**

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| **Issues raised from previous minutes** | **Discussions** | **Outcome (Resolved?)** |
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**Confirmation of minutes from last meeting: Yes No**

**Outcome of meeting:**

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| **Issue** | **Discussion in brief** | **Outcome** | **Action: Name and Timeline** |
| Create Documentation of Assignment 1 | We’ll create a Google Doc document public edit and access to complete the first assignment | A Google Docs will be created | End of the week |
| Discussion of Assignment 1 | To discussion the parts and components of the first assignment to ensure we understand everything and stand work immediately to ensure we don’t lag behind | Everyone will get a comprehensive understanding of the assignment at hand | End of the week |
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**Actions in brief:** Make a start on assignment 1

**Meeting closed at:**

**Next meeting time, date and location:**