**Team Meeting Minutes**

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| Team Name | Team O.N.E. |
| Date & Time | 11/10/2019, 11:00am |
| Venue | Robert Hall |
| Attendees & Roles | Xavier Churchman-Conway: Reporter/Monitor  Anneka Dinham: Facilitator  Zoie Boyd: Recorder |

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| Project Status: On Track |

**What did we do in this meeting?**

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| Action or Resolution | Owner |
| Discuss and assign an equal number of roles for each member. | ALL |
| Created formal contracts for each member and to be signed later. | ALL |
| Identified the target audience. | ALL |

**What are we going to do next meeting?**

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| Action or Resolution | Owner |
| Start to pitch/think of our general game idea | ALL |
| Get to know the team | ALL |
| Print and sign the contracts | ALL |

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| Is there anything blocking our progress? |
| As of now, we have just been assigned teams and are not expected to have made any type of significant progress. We have also not been able to discuss enough to be able to know if anything will be a cause for concern yet. Therefore, as of now, the team believe that there is nothing blocking our progress. |

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| Date, Time and roles of next meeting |
| 15/10/19, 14:00 – 16:00  Xavier: Reporter/Monitor  Anneka: Facilitator  Zoie: Recorder |