**Team Meeting Minutes**

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| Team Name | Team O.N.E. |
| Date & Time | 11/12/2019, 14:00pm |
| Venue | Main Arts Library Social Learning Space |
| Attendees & Roles | Xavier: Reporter/Monitor  Anneka: Recorder  Zoie: Facilitator |

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| Project Status: Behind |

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

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| Action or Resolution | Owner |
| Confirmed completed pages | ALL |
| Discussed requirements for scripting | ALL |
| Discussed required animations | ALL |
| Discussed technical document | ALL |
| Discussed MVP | ALL |

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

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| Action or Resolution | Owner |
| Work on incomplete pages | ALL |

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| Is there anything blocking our progress? |
| The group pages are slow to be constructed due to the lack of time we spend working together. Thus, we shall hold an additional final meeting on Friday to help finish up the document, especially group pages. |

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| Date, Time and roles of next meeting |
| 13/12/19, 11:00 – 15:00  Xavier: Facilitator  Anneka: Recorder  Zoie: Reporter/Monitor |