**Team Meeting Minutes**

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| Team Name | Team O.N.E. |
| Date & Time | 13/12/2019, 11:00 – 17:00 |
| Venue | Main Arts Library Social Learning Space |
| Attendees & Roles | Xavier: Absent without prior notice  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 |
| Worked on individual pages | ALL |
| Added elements in light of Thursday’s lecture | ALL |
| Discussed the progression of the document | ALL |

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

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| Action or Resolution | Owner |
| N/A | N/A |

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| Is there anything blocking our progress? |
| The absence of a team member has slowed our progress as it meant we were not able to add any of his completed sections to the website, work on shared pages or divide the additional tasks fairly. But, most importantly, we were not able to offer support. As this was the last available chance to meet in person, it is uncertain how smoothly our progress will continue from here or when we will be able to submit our document. |

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| Date, Time and roles of next meeting |
| N/A |