**Team Meeting Minutes**

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| Team Name | Team O.N.E. |
| Date & Time | 23/10/2019, 15:30pm |
| Venue | Main Arts Library Social Learning Space |
| Attendees & Roles | (Xavier absent due to illness)  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 |
| Compiled a detailed narrative for the game | ALL |
| Read over age rating guidelines for PEGI, matching a suitable rating for the game | ALL |
| Began discussing competitors | ALL |
| Began compiling the game pitch presentation | ALL |

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

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| Action or Resolution | Owner |
| Finish the pitch presentation | ALL |
| Create an intellectual agreement whilst everybody is present | ALL |
| Practice presenting the pitch presentation | ALL |

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| Is there anything blocking our progress? |
| One of our team members has encountered illness in time for the pitch presentation. This causes concern for their ability to present with the rest of the team. Aside from this, nothing is blocking progress. |

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| Date, Time and roles of next meeting |
| 24/10/19, 14:00 – 16:00  Xavier: Reporter / Monitor  Anneka: Facilitator  Zoie: Recorder |