**Team Meeting Minutes**

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| Team Name  | Team O.N.E. |
| Date & Time | 24/10/2019, 14:00pm |
| Venue | Main Arts Library Social Learning Space |
| Attendees & Roles | Xavier: Reporter/MonitorAnneka Dinham: FacilitatorZoie 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 |
| Finished the project presentation | ALL |
| Assigned each member a set of slides to present | ALL |
| Created intellectual agreement | ALL |
| Practiced team presentation  | ALL |

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

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| Action or Resolution | Owner |
| Discuss any changes which need to be made to the initial pitch | ALL |
| Discuss general performance in presentation | ALL |
| Further develop our game concept | ALL |

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| Is there anything blocking our progress? |
|  There is nothing blocking our progress, all members seem ready to present the game pitch tomorrow.  |

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| Date, Time and roles of next meeting  |
|  30/10/19, 14:00 – 16:00 Xavier: Recorder Anneka: Reporter/Monitor Zoie: Facilitator |