

## Internal Meeting Minutes #32

Meeting Date	28 November 2016
Meeting Time	1300-1600
Mode	Physical
Internal?	Yes
Members Present	All members are present
Agenda	<ol style="list-style-type: none"><li>1. Run through the presentation slide deck for final presentation</li><li>2. Rehearse for final presentation</li><li>3. Discuss bugs, if any</li></ol>
Meeting Minutes	<ul style="list-style-type: none"><li>• Team has successfully rehearsed for the final presentation</li><li>• Made key changes to slides to deliver the message across</li></ul>
Upcoming To Dos	<ul style="list-style-type: none"><li>• One last time to present as a team [30<sup>th</sup> Nov]</li></ul>

The meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,  
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Vetted and edited by,  
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