# Minutes Meeting

**Date:** 29th April 2021

**Place:** WS220(AUT City campus classroom) & Microsoft Teams

**Group Members of 1404:** Von, Philip and Kika

First meeting with **Group 1404** to decide on a Topic for Assignment 3 in CTiS.

**TOPIC IDEAS:**

* Wireless technology
* AI
* Nanotechnology
* 3D Printing
* Hacking
* Surveillance Government

Each member to decide on which topic then stay in contact through Microsoft Teams when topic is chosen.

**Date:** 4 May 2021

**Place:** Microsoft Teams

* Group have all agreed to do Nanotechnology as their topic for medical purpose.

**Date:** 5 May 2021

**Place:** Microsoft Teams

* Confirmed roles for the Project Proposal Presentation and needs to be added onto the PowerPoint as each group member will need to speak in front of class.
* PowerPoint slide x1 to be completed before presentation
* Google scholar to be used for our research or AUT library
* Refer to marking criteria of presentation
* Planning the powerpoint slide and what contents is added
* Discussed what each person will talk about in the presentation
* Github repository to include in the PowerPoint slide for presentation
* Upload work to Teams folder
* Editing powerpoint slide for the direction in which to take for introduction

**Date:** 7th May 2021

**Place:** Microsoft Teams

* Start planning next steps for project which will be Nanotechnology in Medicine
* Need to write 3000 word report on topic
* Suggestion: We divide the word count between three of us so that we all do Research and balance the weight of the workload
* Delegated what each member should research

**Date:** 8th May 2021

**Place:** Microsoft Teams

* PowerPoint slide edited before submitting through Blackboard

**Date:** 11th May 2021

**Place:** Microsoft Teams

* Definition of Nanotechnology **Philip to research**
* Opportunities of nanotechnology in medicine **Von to research**
* Risks of nanotechnology in medicine **Kika to research**
* Each team member to research the above mentioned, 1000 words each
* Upload research to the website once we all have 3000 words in total
* Keep a list of all references to log

**Date:** 12th May 2021

**Place:** Microsoft Teams

* Refer to the rubric sheet
* Suggestion: during researching for specific allocated topics each member has been assigned to, that we should include other topics to boost our word count to 3000.
* Need to clarify with Robert what is meant by **Choices?**

**Date:** 16th May 2021

**Place:** Microsoft Teams

* Github to sort out so all members of the group are added to it

**Date:** 18th May 2021

**Place:** Microsoft Teams

* Discussion of website can be edited on github so that everyone can partake in it with changes made to it

**Date:** 19th May 2021

**Place:** Microsoft Teams

* Miscommunication within group that will be discussed further in lab class when altogether again.
* Need to begin adding project to the website

**Date:** 22nd May 2021

**Place:** Microsoft Teams

* Need to upload research to github with citations
* Working on website and trying to familiarize with it so contents can be added in

**Date:** 25th May 2021

**Place:** Microsoft Teams

* Discussion about website to keep it simple
* Powerpoint slides to be completed for presentation
* Ensure everyone has their research uploaded into github with citations
* Recommendation to research more information on **Choices**
* Discussion who will talk about Risks, Opportunities and Definition in the presentation

**Date:** 26th May 2021

**Place:** Microsoft Teams

* Finalizing PowerPoint before presentation

**Date:** 31st May 2021

**Place:** Microsoft Teams

* **Choices** need to research more information on Choices to conclude 3000 words in report
* Clarification on the meaning of choices which is similar to ethical choices by looking at benefits of what options are or will be made available. Will there be any risks? If all goes well, what are the benefits of it? How will it be controlled?
* Questions submitted for Tony to further clarify from the Assessment instructions