# Meeting 28/07/2022 Minutes

## Meeting information

Meeting Date: 28 July 2022

Meeting Time: 4 - 5 pm

Meeting Location: Online (via ZOOM)

Meeting Attendees: Daniel, Eugene, Allen, Frank and Cassandra

1. Discussion around Strengths of each team member
   1. Allen mentions he has previous experience coding and feels confident in this area of IT.
   2. Past Projects
      1. No one has any specific industry experience or IT projects.
      2. Cassandra has used Cake PhP before to develop a project, used to sort projects.
      3. Most other groups have no specific IT project experience but project experience in other areas.
      4. Daniel has written policy briefs before amongst different areas of IT, working in groups as well.
      5. Frank also has experience in Cake PhP.
   3. Past Work Experience
      1. Cassandra and Daniel both work in Hospitality
      2. Gene works full time in a warehouse.
      3. The other members both express similar types of work experience they have had throughout their time in university.
   4. Interesting
      1. Daniel is very interested in cybersecurity and quantum computing amongst other emerging technologies.
      2. Cassandra is very interested in UX design.
      3. Frank finds cake PHP very interesting
      4. Allen is interested in Data science and studies data science as his minor.
   5. Skills
      1. A few members express their desire to learn more about coding and through practical experiences of coding
   6. Working in a team
      1. Most members enjoy working in a team so they can contribute and bounce different ideas off each other.
   7. Learning New things
      1. The group likes to learn new things and are keen to develop their practical skills by working through projects together
2. Known weaknesses
   1. Many group members express they have weaknesses in coding.
   2. Some feel their writing skills aren’t as strong as other areas.
   3. Members might have language barriers that they feel can disadvantage them at times.
3. Communication skills
4. Online meetings
   1. Online meetings can sometimes lead to difficulties communicating in the same way in-person meetings won't.
   2. Time zone differences or work schedules making organising a time different.
5. Concerns
   1. The team has no main or other concerns and is excited to begin project development
6. Next Meeting
   1. Daniel has sent out a When Is Good so group members can fill out and find a time that works for everyone for the next meeting

Next Meeting: 1 Aug 2022, 3:00 PM