| Meeting Agenda |
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| Location: | UNSW Collaborate Session |
| Date: | 14-Mar-2022 |
| Time: | 7:00 PM |

# Agenda details:

## Discussion about how Online Lecturers can track team’s collaboration and communication

### Our Project Activities are tracked in Teams. Is it possible to include Online Lecturers in Teams so they can track how the Team is Collaborating?

### Will Instructors only check Only GitHub?

### How frequently should we sync files in GitHub?

### Can one person sync all project files in GitHub or everyone in the team needs to be a contributor of the Group Project in GitHub?

## Clarification on Project Plan Documentation

### Is there any restriction on the number of pages the Project Plan Documentation can have?

### Do we need an abstract?

### Is it ok to add a reference section in the Project Plan Document?

## Evaluation Criteria

### On what key parameters the instructors will be evaluating us?