

MS Teams Meeting Technology Artifacts

Group ID: A2 #8 - The Fighting Mongooses

1 - Agenda Notes

Agenda 26/09/20 Chair: Madeleine Dupree

- General meet and greet
- Assignment 1 debrief
- Discuss the team profile name
- Discuss the roles of each group member
- Assignment in general/first group tasks
- Days/times for future meetings

Agenda 27/09/20 Chair: Channon Harper

- IT technologies - have a look at subheading and choose if any what you are comfortable writing about (have to do 4 and bottom of each is personalized to suit 1 person so i believe should have 1 person per and can collaborate on a draft once completed)
- Project Idea - we should come to some understanding of a idea we want to pursue in correlation with assignment 3 (with 2 remaining out of IT technologies i believe they should do some of content on project idea splitting it into 2 parts)
- Roles as to what we will be looking at getting done in the week until next meeting
- Locking in of meeting times whether it be sat/sun or to add one in during the week All the above is split individual work, but it will all come together in draft formats with everyone's input being taken in, I believe this will be the best outlay for succeeding to get content.

Agenda 30/09/20 chair: Daniel Scarfe

- Progress report on content
- Project Idea update
- Review / confirm group roles
- Set content goals
- General group questions / issues
- Questions for Tim
- Schedule next meeting and nominate Chair

Agenda 07/10/20 Chair: Sam Mennen

- Discuss assignment 1 results (If applicable)
- Progress report: IT technology reports and IT project. Team profiles
- Discuss IT work, Interview
- Next steps. What should be completed before next meeting.
- Ideal jobs comparison
- Industry Data
- IT project continued
- Interview
- General thoughts about course and Assignments/ questions for

Git tutorial 07/10/20 chair: Adam Mutimer

- Tutorial on GitHub, GitHub Desktop and Making Commits to the Repo
- Question Time

Agenda 10/10/20 Chair: Adam Mutimer

- Recap Summary of Project Idea
- Question Time

Agenda 14/10/20 Chair: Adam Mutimer

- Resolution to Actions from Previous Meeting
- General Status Update/Progression Reports
- Review Assessment Criteria
- Ideal Job/Industry Data – Concerns, Issues, Questions, Confusion
- Raise New Agenda Items
- Question/Answer Time

Agenda 17/10/20 (8am AEDT) Chair: Adam Mutimer

- Resolution to Actions from Previous Meeting
- Contribution Form
- Group Reflection
- Raise New Agenda Items – Concerns, Issues, Questions, Confusion
- Question/Answer Time

Agenda 17/20/20 (8 pm AEDT) Chair: Jorge Esteban Artalejo

- contribution form
- group reflection
- changes to documents in git hub repo

2 - Recording Links

- Meeting 1 (26/09/2020)
<https://web.microsoftstream.com/video/30e18357-23e9-4a49-85f4-b769cb7cc206>
- Meeting 2 (27/09/2020)
<https://web.microsoftstream.com/video/05fb038b-4849-4646-88aa-daba22dc4fc4>
- Meeting 3 (30/09/2020)
<https://web.microsoftstream.com/video/8c92aa5f-62b6-4a2f-9208-b757fb3d7555>
- Meeting 4 (07/10/2020)
<https://web.microsoftstream.com/video/5d767f29-19af-45c4-a171-1ea3d56b1c65>
- Meeting 4 – Github Tutorial
<https://web.microsoftstream.com/video/9ac465fa-5be4-4544-b518-e735a8bb8029>
- Meeting 5 (10/10/2020) - Minor Meeting
<https://web.microsoftstream.com/video/cb3b1f22-9831-41ac-a206-9ed9721491ca>
- Meeting 6 (14/10/2020)
<https://web.microsoftstream.com/video/752c0405-9afd-4adb-b73c-65edc0ba05bb>
- Meeting #7 (8am AEDT)
<https://web.microsoftstream.com/video/f750331b-cf5e-4ea6-a009-3ec626fdd90b>
- Meeting #8 (8pm AEDT)
<https://web.microsoftstream.com/video/4cbdf3b8-a468-48e8-82c3-bad011d0d042>

3 - Minutes/Actions Notes

Actions from Meeting on 26.9.2020

- Come up with a team name
- Each write out one paragraph of our personal information to combine later
- Each write out the three personality test outcomes and a sentence on how this information may be helpful to the group.
- Write a quick summary of our ideal jobs, how they are similar/different to each other. Combine this information later into a “table presentation of comparison data”
- We planned the next meeting time (Sunday 27 September 2020)
- Collect the list of group websites
- Create a GitHub repository
- Discuss these things further and the goals for tomorrow’s meeting in the MS Teams group chat
- Each come up with one question to ask our IT professional, Stephen, Senior Software Engineer for Microsoft
- Submit documents under the “Meetings” conversation, under the “Files” tab.

Actions of Meeting 27.09.20

- Confirm team name 'The Flying Mongooses'
- Selected who was taking the roles for IT
 - o Channon doing Cybersecurity
 - o Maddie Doing Autonomous Vehicles
 - o Jorge Doing Clouds, services, servers
 - o Sam Doing Blockchain and cryptocurrencies
- Selected an IT project 'Security app for privacy settings' checking Facebook and the likes
- Selected who was going to start the content for the project
 - o Daniel, Adam
- Confirmed meeting times Wednesday 6.30pm
- Have confirmed the GitHub we are going to use: Daniels
- Have agreed the next meeting will be a progress report of what content was done in the week prior.
- Chose chair for next week as Daniel
- Further elaborate on project idea

Actions of Meeting 30.09.20

- Discussed content progress
- Discussed Referencing system
- Adam gave update on Website – it's up
- Project Idea was confirmed as feasible
- Scheduled IT Interview for following Saturday morning 10.10.20 at a time yet to be decided, all questions are to be submitted to Stephen in meantime
- Drafts for the 4 IT Technologies should be done by next meeting
- Agreed to have individual content drafts of Team Profile, Ideal Job and Industry data done by next meeting
- Chose next meeting day as Wednesday 07.10.20 at 6:30 ET
- Chose next meeting Chair as Sam

Actions of Meeting 07.10.20

- Discussed Assessment 1 results
- Reported on progress, IT tech reports and IT project
- IT work interview confirmed Saturday morning 10.10.20 at 10am Melbourne time

Tasks before next meeting

- Analyse burning glass data for team collaboration next meeting.
- Finalise Ideal jobs
- Update, contributions, and push to gitHub
- Chose next meeting day as Wednesday 14.10.20 at 19:30 Melbourne Time
- Chose next meeting Chair as Adam Mutimer

Actions of Meeting 07.10.20 (GitHub Tutorial)

- Github tutorial Completed
- Questions Answered

Tasks before next meeting

- Re-Encode Tutorial and upload to GitHub

Actions of Meeting 10.10.20 (Minor Meeting)

- Recap / Summary of Project Idea
- Questions Answered

Tasks before next meeting

- Upload Deliverables
- Work on Project Idea

Actions of Meeting 14.10.20

- Resolution to previous meeting actions
- Received status updates on individual deliverables
- Reviewed assessment criteria
- Ideal Job/Industry data – Reviewed Agenda Item
- No New Agenda Items
- Questions Answered

Tasks before next meeting

- Upload Deliverables
- Continue as planned

Actions of Meeting 17.10.20

- Resolution to previous meeting actions
- Contribution Form Completed by available meetings
- Group Reflection Completed with available members
- No New Agenda Items
- Questions Answered

Tasks before next meeting

- Upload Deliverables
- Contribution form to be carried over to next meeting
- Group Reflection to be carried over to next meeting
- Continue as planned

Actions of Meeting 17.10.20

- Resolution to previous meeting actions
- Contribution Form Completed by available meetings
- Group Reflection Completed with available members
- No New Agenda Items
- Questions Answered

Tasks before project completion 18/10/20

- Contribution form to be submitted
- Group Reflection to be submitted
- PDF assignment report
- PDF MS Teams info report

4 - MS teams Invite Link

<https://teams.microsoft.com/l/team/19%3a0da5437ee0ac489b8dfdb28c4bc6474a%40thread.tacv2/conversations?groupId=8b3d2e16-49a5-42ac-90ce-42ebf3ab8d95&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>