

Agenda for 7 January 2023, 10:00 AM

Greeting

Attendance

Agenda Items:

1. Passing of Minutes
2. Draft progress - as per Division of Labour conversation
 - Have all drafts been submitted?
 - Optional question: How are we presenting it on the report? Do we need a general intro? Who will be the author?
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3. Project progress:
 - Where are we
 - What else needs to be done
 - How do we present (do we need tasks allocated?)
 - As per Division of Labour convo: Expand on: Overview, Motivation, Description, Tools + Tech, Skills, Outcome items
4. Group Name ideas
5. Website progress
 - Have we started?
 - What else needs to be done? Allocation?
6. Unallocated tasks?
 - Team profile draft - who wil summarise?
 - Ideal jobs -Andrew to start. Is anything required from our end?
7. Other Questions:
 - a. Sasha's question about Industry Data: top 3 skills that are not in your required skill set and the top 3 general skills that are not in your required skill set
 - b. IT Work: Interview scheduled after this meeting. Any questions about this?
 - c. Other questions
 - Once pdfs have been submitted, how do we combine/allocate the main report parts?
8. Next meeting