Group: T2:30-Pie9

Assignment 3 – MS Teams Meeting Documentaion

COSC1078 – Introduction to Information Technology

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# MS Teams Meetings

Below are links to the specified meeting sections, as well as any recording for meetings. Some of the meetings were not recorded as they were conducted face-to-face during the tutorial sessions. To access the recordings, please ensure that you log in to an RMIT email. The reason for this and not simply making it public, is because making it public would expire at the end of May. Meetings were conducted every week, with one meeting being face-to-face and the other meeting was conducted online via Microsoft Teams. Meetings conducted online were recorded and linked under the ‘Recording’ link.

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# Meeting 12/05/2021

## Agenda:

This meeting was the first official meeting regarding assignment 3. Although we had discussed a few things, mainly about the artefacts we could complete, earlier on, they were not conducted in proper meetings. The agenda for this meeting was assigning work to each member, going through the specifications and what we as a group expect of each other when completing our assigned sections.

When discussing deadlines, it was decided that the first deadline would be at the end of this week. Although we don’t expect a completed section, each member is expected to have at least written down dot points of what they plan to write for all their sections. They are also expected to upload there documents to both the GitHub and the MS Teams Files as proof.

Some other topics to discuss was how to improve from the last assignment, such as sticking to deadlines and looking over each other’s work more frequently. Everyone was also to update the ongoing timeframe document, as the timeframe section is to be done individually.

## Actions:

Each member is to start working on all their sections and show some form of proof that they have been working on it. They will also need to update the ongoing document, so that when the time comes to work on the timeframe section there is no confusion. Each member is also to make sure that they meet the deadlines set during the meeting.