Group: T2:30-Pie9

Assignment 2 – MS Teams Info

COSC1078 – Introduction to Information Technology

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# MS Teams Meetings

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# Meeting 07/04/2021

## Agenda:

This meeting was mainly to assign sections to group members, as well as to discuss the project plan we would use for this assignment and following assignments. Assigning work was done after we discussed how sections should be divided up, for example some sections were smaller than others so only one member needed to work on it; but if the section was a large section more members would need to be assigned. The meeting was also used to discuss when to schedule weekly meetings apart from the tutorial session.

## Actions:

As everyone has been assigned a section, each member would need to start working on the content side of their sections (i.e. ignoring the website for now). They will also need to send the emails they used to Anthony, as he is setting up the GitHub repository. Each member would also need to be ready to meet in the next tutorial, and ‘report’ on what they’ve done, any issues they may have, and what they plan to do.

# Meeting 14/04/2021

## Agenda:

This meeting was a ‘catch-up’ meeting. The idea was to make sure everyone knows what work has been assigned to them and to discuss some rough deadlines. As some members were away for the first meeting of the week, which is our tutorial sessions, we spoke a bit about what we discussed in class. The topics were the same as the topics discussed in the MS Teams meetings. We also went around (i.e. one person at a time) and said what we’ve been doing/working on, if we’re struggling, and what we plan on doing before the next meeting.

## Actions:

As some of the members haven’t started working on their sections yet, or have not made a lot of progress yet, they will either start making progress or continue working on their sections. They will also aim to complete at least one section by the end of this week. GitHub repository invites have also been sent, members who have not already accepted the invite will accept it and put their work in there.