Group: T2:30-Pie9

Assignment 2 – MS Teams Info

COSC1078 – Introduction to Information Technology

Contents

[MS Teams Meetings 2](#_Toc69412061)

[Meeting 07/04/2021 3](#_Toc69412062)

[Agenda: 3](#_Toc69412063)

[Actions: 3](#_Toc69412064)

# MS Teams Meetings

30/03/2021 Agenda Actions

08/04/2021 [Agenda](#_Agenda:) [Recording](https://web.microsoftstream.com/video/d4c7d7da-a42a-450a-9281-9eb64c9a51b6) [Actions](#_Actions:)

13/04/2021 Agenda Actions

14/04/2021 [Agenda](#_Agenda:_1) [Recording](https://web.microsoftstream.com/video/9cdbacab-132c-4b99-8da4-f8535c82eedc) [Actions](#_Actions:_1)

20/04/2021 Agenda Actions

21/04/2021 Agenda Recording Actions

# Meeting 30/03/2021

## Agenda:

This meeting was about ensuring that all members knew how and where to contact each other, as well as deciding a rough time on when to have an official meeting. As we also had an additional member (to the initial group), we had to ensure that we added them to the MS Teams channel, and updated them on what had happened during the meeting. Most members had assignments from other courses, so it was decided that each member only think about which project idea to use and read through the specifications before next meeting. This meeting also has no recording, as with every odd recording as the group decided that one out of the two group meetings would be held during the tutorial class (face-to-face/on campus).

## Actions:

Members were to choose a project idea that the group would go through with, and also read through the specifications of the assignment and think about how the work could be split. As this meeting was before the mid-semester break, there was not much work assigned.

# Meeting 08/04/2021

## 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 13/04/2021

## Agenda:

This meeting was going to be simple catch up meeting, where members reported on what they’ve been working on, any issues and if they needed help. We also briefly brought up some deadlines and some expected important dates for tasks, such as when to combine all our work and make the website. Most members seem to be on track and were working on their assigned task. All work needed to be posted into the MS Teams and potentially the GitHub repository, this was both for backup and to show that they have completed the work.

## Actions:

As some members were missing, one of the main actions was to catch up the missing members during the weekly online meeting. Another one was to consider and to make some concrete deadlines and important dates.

# 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.

# Meeting 20/04/2021

## Agenda:

This was the first face-to-face meeting that all members were present. In this meeting we discussed similar topics to previous meetings, what members have been working on, what they plan to work on, and any issues they encountered. This was the final week for content to be worked on, and the following week would be finalising the combined/group documentation and putting the content into the website. We also discussed what template to use for the website, and concluded that using one of the member’s templates from the previous assignment would work best, as it would be less time consuming.

## Actions:

Members were to finish off their last assigned section, and Victor was to conduct the interview. Everyone would need to have all their work ready by the next face-to-face meeting (as the deadline was the weekend) and be prepared to combine all the work into one document, as well as add it to the website.

# Meeting 21/04/2021

## Agenda:

This meeting was to conduct a more formal meeting, similar to the previous meetings format which followed a type of sprint retro meeting style, each member stated three things: what they’ve done, any issues, and what they plan to do. Each member had at least completed one assigned section and was either already working on the next section or planned to start working on it. Unfortunately, one of our members was caught up with work and was unable to attend this meeting, but offered to have a meeting at another time. All members were generally issue free, but one member, George, wanted other members to look over his work as he found it a bit difficult to write a portion of his work. This marked roughly 50% of the content completed and the website would be on the way as well. This is only a rough estimate, as most members were working on the final content pieces.

## Actions:

Each member was to continue working on their assigned (in terms of content) and would need to have the work completed by the weekend (the assigned deadline). The website would also need to be started, and members would need to prepare for the group reflection and feedback for next meeting. Each member would also need to look over each other’s work and provide any feedback and suggestions on how it could be improved.