Group: T2:30-Pie9

Assignment 2 – MS Teams Info

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 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).

The key agenda for this meeting was to discuss potential project ideas, not necessarily the idea that would be used for assignment, but just to consider potential ideas and share them with the group. We had decided to hold off on distributing work because one member was missing, however, we briefly went over how we think the work should be distributed, and roughly how many people should work on each section.

## 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. They would need to be prepared to meet at the designated date to meet and discuss the assignment more thoroughly with all members present.

# Meeting 08/04/2021

## Agenda:

This meeting was actually pushed forward, as the planned time was actually the 7th of April, however, going forward all online meetings would be on Wednesdays at 8:30pm. The agenda for this meeting was mainly to go through the specifications and assign each member with a section or more each. Another topic on the agenda was to discuss the project idea and to choose one out of the ones suggested by the members.

After going through the assignment specifications as a group, each member was to express any section they wish to have or any section they didn’t want to have. This was in hopes of improve the quality of work, because if members were assigned to a section they wanted they were more likely to work harder on it. As no members expressed any desire, we simply went through the list and Anthony, as the chair of the meetings, suggested a random member. In the end the majority of the sections were only assigned one person. The only sections split up to multiple people where the industry data section and the IT technologies section. This was because these two sections were considered to be larger than the others.

Regarding the project idea, the group decided that the idea we would proceed with was the parking spot booking app. This was because this was the idea which was the most fleshed out, as it was Victor’s assignment 1 idea, and that the group already had an idea of how such an application would function.

The final topic on the agenda was to remind everyone about potential deadlines and meeting dates for the future. It was decided that we would be meeting twice a week, once during the tutorial and the second during the online meetings on every Wednesday at 8:30pm.

## 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.

The actions that need to be taken after the meeting was simply to work on the assigned sections. As everyone had been assigned at least one section, they would need to start working on the content side of the section, and would need to make some considerable progress by next meeting. They would need to post they’re documents into the MS Teams and the GitHub to show that they have completed their assigned work.

Each member would also need to send a message with the email they use for their GitHub account so that Anthony could add them to the group repository. Each member would need to be ready to “report” on what they’ve done, any issues they had when working on their section, and what they plan to do after the meeting.

# Meeting 13/04/2021

## Agenda:

The agenda for this meeting was to simply catch up with each other, in the sense that each member would need to report on what they’ve been working on since last meeting, any issues they may have encountered and if they need help, and what they plan to do before the next meeting. The issue with this meeting was that two of the five members were not present, so it was difficult to discuss anything new, as such, it was decided that we would only briefly discuss new topics and bring them up again in tomorrow’s meeting. As the next meeting would be the following day, it was not expected that each member make a lot of progress on what they planned to do, but it was expected that each member know what they plan to do and wasn’t going in blind.

Another topic that was brought up was relating to deadlines and when we should start putting our work together, this would include both the website and the final report document. This was important as there was only roughly three weeks left before submission, and simply leaving everything to the end was an extremely bad idea. As such, the planned deadlines was that each member was to complete at least one section by the end of this week, another section the following week, and in the final week the group would put everything together.

During the ‘stand-up’, where members reported on what they’ve been working on, everyone seemed to be on track and were working on their assigned tasks with minimal issues. It was also noted that members need to post their work on the MS Teams file tab and the GitHub repository both as a form of backup and to show that they’ve been working.

## Actions:

As some members were missing, one of the main actions taken was to catch up the missing members during the weekly online meeting held tomorrow. This was important as deadlines were discussed during the face-to-face meeting. A regular action that needed to be taken, was that each member would need to finish off one section by the end of the week and post it in the relevant shared spaces to show that they have actually worked on it instead of simply just saying they’ve been working on it.

# Meeting 14/04/2021

## Agenda:

This meeting was to conduct a more formal, as well as a recorded weekly meeting, and to reiterate the topics brought up in the face-to-face meeting during the tutorial. Once again each member would need to go over what they worked on, any issues, and what they planned to do. The reason for this was because two members, Sahil and Artem, were not present in the face-to-face meeting.

This meetings main topic was to discuss deadlines and to reiterate the planned dates from the previous meeting. As such, it was agreed that by the end of each week, for the current week and the next week, each member would need to have completed a section. This would results in all content being completed, as members were roughly assigned two sections each.

## 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.

This meeting was rather quick as there was not much to discuss in terms what needed to be done because everyone already knew what was expected. One of the more important topics was going over the questions Victor would ask during his interview. The group had decided that roughly 12 questions would be a good amount of questions to ask, as long as they are answered in depth.

## Actions:

In terms of the actions needed to be taken based on the agenda of the meeting, there were two main actions. One was for each member to finish off their last assigned section, which will then lead to all sections of the report being completed. Each member would also need to reference any sites or sources they used when writing their reports and create a list of references they used.

The other action that needed to be taken was specifically related to Victor’s assigned section. Victor would need to carry out the interview he’s been working on. As he had already planned a date to conduct the interview, there were no worries that he wouldn’t be able to complete his portion of work by the assigned deadline.

Each member would also need to be ready with their sections to be combined into one report document, as well as add it to the website. Although the website has not been created yet, a roughly base was created by Victor based on his assignment 1 template.

# 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. One of our members, Victor, could not attend the meeting due to work commitments. This was not an issue, however, because he was present during the face-to-face meeting and had already reported on what he plans to do and what he’s been working on.

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. 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.

We had also clarified, that each member was to write up a summary of their personal information from assignment 1 to use in this assignment. This method was chosen over having one person summarise everyone’s information, as it would be faster as each member knew themselves the best.

## Actions:

The actions that need to be taken was that each member would need to continue working on their assigned section (in terms of the content). They would also need to have it completed and posted in at least the MS Teams by the weekend, which was the assigned deadline. It is important that this deadline is met, as there would only be one week left before submission, and we still need to put all our individual parts together into one report, as well as the website.

Regarding the website, the website would also need to be started, this would be in terms of creating the base template. This would consist of blank pages, where each member would put their content into, as well as any images they wish to use. Each member would also need to be prepared to work on the group reflection and feedback in the coming meetings.

# Meeting 27/04/2021

## Agenda:

During the face-to-face meeting, two out of the five members could not attend, as such we could only go through what the three members (i.e. Anthony, Victor, and George) thought and did. During the meeting we discussed what stage everyone was at, as the expected stage was that everyone had completed all their assigned sections and only needed to put everything together into one document. However, George had mentioned that he was waiting for Sahil’s portion of the work for him to complete his portion, as they were working on the same section together. As Sahil was not present, it was difficult to bring this up, and all that could be done was to message Sahil about this.

The three members present also assigned left over work, which was creating the website (i.e. blank pages), combining each section and creating a formatted report document, and creating the meetings document. As George still needed to complete his portion he was to work on that and have it completed before the next meeting (i.e. tomorrow). Anthony was already working on the meetings documentation, so he would continue to work on this and create a formatted document as well. Victor had offered to create both the website base and the formatted report document, although he was assigned this work, the other three members would assist him if he needed it.

Another topic for this meeting was reviewing the each other’s work and making sure they met the standard we were looking for. Although each present member only briefly looked over the documents, we had noted that some of the work ‘submitted’ was not up to standard. Although it was mainly judging the work on quantity, it was also a concern if the work was too little as this could also lead to a drop in quality. Some of the work not up to standard was done by the non-present members, which made it hard to communicate this. As such it was decided that before the next meeting, every member was to briefly go over all the work submitted and be prepared to provide feedback, and that the next meeting would also consist of working on improving the documents.

Some additional notes that were brought up was that the group should have gone over each other’s assignment 1 submission. This was brought up as some of the assignment 1 submissions didn’t look up to the standard the group was looking for, and would have helped with assisting members who seemed like they needed help.

## Actions:

Based on the agenda of the meeting, each member was to look over each other’s work and be prepared to provide feedback and receive feedback. This was to help improve the work of each other’s work as some sections were not up to standard. Each member would also need to find some images, and provide references, for each of the sections as the group was lacking in imagery for both the report and the website.

A key action that needed to be taken was for each member to thoroughly look over their own work and honestly look at the parts that were lacking and work on it. Although we had decided that the next meeting would also consist of working as a group (although not part of the recording), each member should improve their own work in their own time to reduce the time taken during the meeting working on it together.

# Meeting 28/04/2021

## Agenda:

The agenda for this meeting was quite important in completing this assignment. The agenda was to bring up quality issues that were noted in the previous meeting, as well as organise who and how we should combine all our individual sections into one document and also the website.

As always the meeting began with each member stating what they’ve done, any issues, and what they plan to do after the meeting. The majority of the members had completed their sections and only needed to review their own work or have someone review their work for feedback. This relates to the quality of our work, as we had reminded each member that they should make sure that their work meets our standard.

The majority of the meeting was also completing the group reflection. Anthony, as the chair, asked the group each of the questions and noted down what they each said. Each member would also need to work on their own reflection during their own time

## Actions:

Each member would need to review their own work, and if they have time review the other members work. It is important they members don’t drag out working on their own sections too long, as it should have been completed by the previous deadline (i.e. the recent weekend).

Each member would also need to complete an individual group reflection on their own and post it onto the teams and the GitHub. Anthony, as the chair, would also need to write up a proper document for the group’s group reflection, as he was only taking notes during the meeting. As he had dropped out of the meeting during the meeting due to technical issues, he should also review the recording to make sure he didn’t miss anything.