Group: T2:30-Pie9

Assignment 2 – MS Teams Info

COSC1078 – Introduction to Information Technology

Contents

[MS Teams Meetings 2](#_Toc70407644)

[Meeting 30/03/2021 3](#_Toc70407645)

[Agenda: 3](#_Toc70407646)

[Actions: 3](#_Toc70407647)

[Meeting 08/04/2021 4](#_Toc70407648)

[Agenda: 4](#_Toc70407649)

[Actions: 4](#_Toc70407650)

[Meeting 13/04/2021 5](#_Toc70407651)

[Agenda: 5](#_Toc70407652)

[Actions: 5](#_Toc70407653)

[Meeting 14/04/2021 6](#_Toc70407654)

[Agenda: 6](#_Toc70407655)

[Actions: 6](#_Toc70407656)

[Meeting 20/04/2021 7](#_Toc70407657)

[Agenda: 7](#_Toc70407658)

[Actions: 7](#_Toc70407659)

[Meeting 21/04/2021 8](#_Toc70407660)

[Agenda: 8](#_Toc70407661)

[Actions: 8](#_Toc70407662)

# MS Teams Meetings

30/03/2021 [Agenda](#_Agenda:) [Actions](#_Actions:)

08/04/2021 [Agenda](#_Agenda:) Recording [Actions](#_Actions:)

13/04/2021 [Agenda](#_Agenda:_2) [Actions](#_Actions:_2)

14/04/2021 [Agenda](#_Agenda:_1) Recording [Actions](#_Actions:_1)

20/04/2021 [Agenda](#_Agenda:_3) [Actions](#_Actions:_3)

21/04/2021 [Agenda](#_Agenda:_4) Recording [Actions](#_Actions:_4)

27/04/2021 [Agenda](#_Agenda:_5) [Actions](#_Actions:_5)

# 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 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.

# 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.