

Meeting Minutes

MEETING 1:

Date: September 27, 2023

Location: Group messaging

Writer: Tanakorn

Attendees:

- Alan Dong
- Ayla Rusdhy
- Tanakorn Tinnakorn na ayutaya

Agenda:

- Group decision to select the topic.
- Discuss the progress of the draft proposal.
- Proposal presentation progress.
- Plan for the project presentation.
- Portfolio compilation.

Meeting Summary

1. Group Decision on Topic:

The team discussed the possible choices of our project topic. After considering various options, we made a decision to go with "Importance of an Online Learning Platform in University."

2. Draft Proposal Progress:

We had a look into the progress of the draft proposal. It was noted that each of members had contributed ideas to the proposal. We talked about the importance of thorough research and maintaining a structure in the proposal.

3. Proposal Presentation Preparation:

We discussed the upcoming proposal presentation scheduled for September 28, 2023. Each team member was assigned specific responsibilities for the presentation, including content creation and delivery.

4. Project Presentation Planning:

We briefly outlined our plan for the project presentation scheduled for October 19 2023. The importance of presentation content was outlined. We agreed to have regular check-ins to ensure a smooth preparation process.

5. Portfolio Compilation:

The final point of discussion was the compilation of the portfolio, due on October 26, 2023. We decided to start outlining the portfolio's structure and assign tasks to team members for content.

MEETING 2:

Date: October 02, 2023

Location: OUTSIDE WZ401

Writer: Tanakorn

Attendees:

- Alan Dong
- Ayla Rusdhy
- Tanakorn Tinnakorn na ayutaya

Agenda:

- Create team contract
- Sign off team contract

1. create team contract:

When making the team contract we discussed what we should add to the code of conduct, participation, communication, problem solving and meeting guidelines. These were done so that our team project could run smoothly and we had a path to all go towards.

2. Sign off team contract:

After finishing the team contract we all signed it to make sure we all agreed on what should happen within our team.

MEETING 3:

Date: October 03, 2023

Location: WZ 519

Writer: Tanakorn

Attendees:

- Alan Dong
- Ayla Rusdhy
- Tanakorn Tinnakorn na ayutaya

Agenda:

- Research more into our topic
- Write the team proposal presentation slides

Meeting Summary

1. Research more into our topic:

During this part of the meeting, we discussed the need for further research on our project topic. We used Beakers book from course resources on canvas to read and look for information in preparation to writing our slides for our presentation.

2. Write the team proposal presentation slides:

Our presentation slides were finished which included our topic, the importance and relevance of the topic and the roles each team member had.

MEETING 4:

Date: October 18, 2023

Location: online on Microsoft teams

Writer: Tanakorn

Attendees:

- Alan Dong
- Ayla Rusdhy
- Tanakorn Tinnakorn na ayutaya

Agenda:

- Start on next part of project presentations proposal
- Write the team proposal presentation slides

Meeting Summary

1. Start on next part of project presentations proposal

In this meeting we started to plan the next part of the assignment which is part 4 we started gathering research and finish important info that would be useful to present.

2. Write the team proposal presentation slides:

After our research we then started synthesizing and writing our slides for the presentation.

MEETING 5:

Date: October 25, 2023

Location: online on Microsoft teams

Writer: Tanakorn

Attendees:

- Alan Dong
- Ayla Rusdhy
- Tanakorn Tinnakorn na ayutaya

Agenda:

- Finish off the rest of the pages on the team website
- Get ready to submit the group artefact

Meeting Summary

1. Finish off the rest of the pages on the team website:

We discussed the status of our team website and the tasks required to complete it.

2. Get read to submit the group artefact:

It was emphasized that we need to prepare and review all components of the artifact to ensure it meets the submission requirements.