

# MEETING AGENDA

---

*Meeting #3*

Prepared by: Ysabel Dungca  
3rd of September 2020

## AGENDA

### DISCUSS ASSIGNMENT 1 RESULTS IF THEY ARE AVAILABLE

- Doing so would allow us to get an idea of what aspects of our project needs to be changed
- We were unable to discuss Assignment 1 results as they have not been released

### OVERVIEW OF THE WORK EVERYONE'S DONE SO FAR

- Though it was a semester break, the group agreed to meet up once to see where everyone was up to
- In general, many members treated the break as a break and were not able to do as much work on their sections
- Tung, who was assigned to the Project Ideas section, rightfully waited to get feedback on his Assignment 1 work - as we had chosen to do his project idea - as he thought it would best to wait for directions on where the project could go, its plausibility, and how to improve upon it before progressing
- Tom was able to conduct his interview with an IT professional, which went well. The interview lasted for 20 minutes, and he posted a transcript on the group's google drive. The IT professional he interviewed is the CEO and founder of a Perth-based social media advertising company, Yappy, who come up with social media advertising strategies for businesses.
- Belle reorganised the Google Drive. She re-read the assessment criteria and created separate documents per section, which could act as a place where content about that section could be placed and be easily located, as well as working on her Tools Section to make it organised and keep it up to date with links and meeting notes.

- Ben did some general researching of the topics assigned, but has taken a bit of a break during the week off.
- Andrew was the same, but did make a start on the Team Profile section.
- Campbell was also the same.

### **ASPECTS OF THE ASSIGNMENT CLARIFIED AND RE-DELEGATION OF WORK IF NEEDED**

- The IT Technologies the group decided to research were formally assignment between Ben and Campbell as follows:
  - Clouds, Services, Servers - Campbell
  - Cybersecurity - Ben
  - Machine Learning - Ben
  - Natural Language Processing and Chatter Bots - Campbell

### **ORGANISATIONAL STEPS TAKEN TO ENSURE ALL MEMBERS ARE ABLE TO ACCESS AND EDIT THE GROUP REPOSITORY**

- Belle double checked if the links on her Tools document were working.
- Belle made sure to add everyone into the group repository as collaborators so they could add their content on the future website.
- Belle asked if it would be helpful to add new channels to Microsoft Teams per section, but everyone agreed that setting up the Google Drive in the way it has been was cleaner. No new channels were made.