## **Abbreviated Meeting Minutes - Wednesday 26 July, 1900**

* Discussion re task requirements
* Identified required pieces:
  + Website on Github Pages
    - Team profile - a merged discussion regarding:
      * Team name
      * Personal information for each member
      * Test results for each person
      * Ideal jobs for each person
    - PDF Report
      * Tools
      * Industry Data
      * IT work
      * Report on 4 IT technologies
  + Group reflection
  + Feedback using SparkPLUS
* (See Collab Doc for synthesised requirements)
* Regular check-ins to be utilised to follow progress of each team member towards goal
* Wednesday meetings to be fluid as required, and team members must provide advance notice if they cannot make the meeting - and at least read through the chat as soon as practical afterwards
* Wednesday meetings to stick to 1 hour long if possible
* Meetings to be minutised
* Next meeting Sunday 30th June, 1900

Group tasks: **Due Sunday 30th June**

* Each team member to provide the following for combination into one document:
  + Synthesised profiles - 1 paragraph per person incl name, SID, background, hobbies, interest in IT and IT experience
  + Their own compare/contrast paragraph talking about their job versus everyone elses’ - common elements, differences, similarities.
  + Their own interpretation of how their test results will work/help/hinder within the group
* Each member to vote for preferred team name

## **Abbreviated Meeting Minutes - Sunday 30 June, 1900**

In attendance: Brendan, Callum, Mike, Jess, Joe

* Members contributed personal profiles
  + Decision: combine ‘about me’ paragraphs sequentially, merge key points from other paragraphs into Brendan’s text to cover all aspects discussed by each group member
* Team name decided: “The Thing Doers”
* Next set of tasks identified and group members assigned by vote:
  + Collate group profile data: **Brendan**
  + Industry Data (report): **Mike**
  + IT Professional Interview: **Joe**
    - Time tbc; ideally Saturday 6th July
  + IT Technologies (reports)
    - Clouds, Services, Servers: **Won**
    - Cybersecurity: **Callum**
    - Machine Learning: **Mike**
    - Raspberry Pi’s: **Jess**
  + Group Project: **Brendan**
  + Website: **Callum**
* **Aim for drafts to be available for review on Sunday 7th July**
* Tasks to complete afterwards:
  + Tools: **Jess**
  + Group Reflection: **All**

## **Abbreviated Meeting Minutes - Wednesday 3 July, 2019**

In attendance: Callum, Mike

* Website is 70% done
  + Callum is asking for profile picture to be uploaded to the repository.
  + Brendan will put additional data and links
* Industry Data is coming along
  + Michael will upload industryData.docx by tomorrow morning and would like anyone who has time to make sure their jobs are properly represented in the data.

## **Abbreviated Meeting Minutes - Sunday 7th July, 1900**

In attendance: Brendan, Callum, Joe, Mike, Won

* Thanks to everyone for getting parts uploaded on time
  + Completed group profile
  + Draft Industry Data (minus individual sections)
  + IT professional interview
  + 3/4 IT Technology Reports
  + Group Project (awaiting feedback and ideas)
  + Functional website
* **Reminder** from Callum to put up photos of yourself for inclusion on website
* Discussion re next steps and goals for Wednesday
* **By Wednesday meeting:**
  + “Tools” section provided for drafting
  + Everyone’s sections to be included in Industry Data for drafting
  + IT Professional Interview ready for drafting
    - Analysis that answers all 4 questions using the interview contents
  + All 4 IT Technology reports ready
  + Group Project ready for drafting
  + Start “Group Reflection”
  + Finalise website
* Then, after Wednesday we should have remaining:
  + Collate all together into report
  + Compile all references into a reference list
  + Draft all together and make sure it all flows
  + Finish “Group Reflection”

## **Abbreviated Meeting Minutes - Wednesday 10th July, 1900**

In attendance: Brendan, Callum, Mike, Jo, Jess

* Status update from all members
  + Jess

- Identified all the tools we are using, down to our dev tools, team tools

- Finishing up IT Report and industry data, ETA latest Friday this week

* Mike

- Re-written a good portion of my report on Machine learning taking into account Brendan's suggestions.

- Missing information in the Industry Data from Callum, Jess and Won

* Brendan:

- Started a final version of the report in the "Report Contents" folder that I will fill as each piece becomes available

- Group project has been expanded slightly based on ideas from Joe - everyone else please provide some insight

- My industry data is done

- I've been drafting things as they become available

* Callum

- Incorporated suggestions from Brendan into my cybersecurity document

- Working on Industry Data section

* Joe:

- Industry Data Questions complete.

- 75% done interview questions. I’ll have this up tomorrow night.

* Won not in attendance
* Discussion re contributions form. All to send signatures to Mike for inclusion on form.
* Discussion:
  + Assessment Task 2 to be finalised on Saturday
  + All remaining parts to be provided by Friday to allow time for drafting
  + Website font and layout: make easy to read
  + Images: include an image for each of the IT technology reports. Joe is searching for images
  + Brendan adding Group Skillset to bottom of industry data once completed
  + Each report will be contributed to the author under its heading
  + Seperate section in Group Reflection for comments regarding group’s log of activity
* **Outstanding Items:**

**- IT Reports (Jess, Won)**

**- Industry Data (Mike, Callum, Jess, 1/2 Won)**

**- IT Interview (Joe)**

**- Group Project (Brendan (is welcoming ideas because he's fresh out))**

**- Tools (Jess)**

**- Group Reflection (all)**