CPT110 Assignment 2: Group Meeting #4

8/04/2021

Meeting ran 9.30pm – 10.26pm AEST.

Attendees:

Sean Atherton

Joshua Chuang

Jack Holliday

Liam O’Loughlin

Stephanie Newland

Absent:

Mia Vasiliadis

Meeting notes:

* Quick recap of the meeting/agenda from last week.
* Reviewed agenda document:
  + **Website** 
    - To develop html and css files for group website
    - Reviewed our own websites and discussed who would be best at completing the job/how to divide.
    - To ask Mia if she was comfortable putting together the website.
  + **Team Profile**
    - Uploads from Mia and Josh to be added, otherwise Profile should be complete.
    - Looked into updated Myers-Briggs pictures for consistency; to use image with results in colourful circular percentage chart from 16personalities.com
    - Learning styles test results analysed in text with percentages shown (images if possible).
    - Third personality test results analysed with results in text.
  + **Industry Data – Burning Glass**
    - Discussed if three questions should be answered together or individually – could be either.
    - Decided that it would be best to answer as a group but ensure we all have presented answers to questions to ensure response is accurate.
    - Third question must be answered separated though, as it requests individual response to our opinions on our ideal job.
    - Look at joboutlook.gov.au to find out skill sets to use in point 2.
  + **Individual Profiles**
    - To be finalised; summarised and uploaded.
    - Compare and contrasted? Through the use of an image or chart?
    - Potentially a venn diagram or one that shows overlap in our respective tech and soft skillsets; Jack
  + **IT Tech reports**
    - Complete IT tech reports
    - Sean completed.
    - Steph to upload by next meeting.
    - Josh to begin.
* Final round-up:
  + Due date: Sunday of week 7; 18th of April at 11.59pm AEST.
  + To be done before Monday’s meeting:
    - IT reports (Steph/Josh)
    - Individual documents for Ideal Jobs
    - Team Profile documents to be completed/uploaded (Josh/Mia)
    - Changes in images (Myers-Briggs) on Team Profile documents
    - Venn diagram comparing/contrasting skills (Jack)
  + Next meeting:
    - Website: layout, html/css discussed with Mia
    - Project: overview and feedback (if released)
    - Add tasks if you think of any to the next meeting agenda.
* Next meeting date: **Monday 12/4/21 at 7.30pm AEST.**

Tasks completed:

* Next meeting scheduled.
* New agenda documentation created.
* Industry data/ Burning Glass section explored.
* New tech reports uploaded, team profile/individual profile documents near group completion.

Tasks to be completed:

* Work on IT reports (Josh, Steph)
* Work on basic html/css build for website (Mia, if agreed)
* Burning Glass data /answers (everyone)
* Agenda for the next meeting to be added to (by anyone) as items come up during the week.
* Individual documents for Ideal Jobs
* Team Profile documents to be completed/uploaded (Josh/Mia)
* Changes in images (Myers-Briggs) on Team Profile documents
* Venn diagram comparing/contrasting skills (Jack)