CPT110 Assignment 3: Group Meeting #6

Thursday 13/05/2021

Meeting ran 9.30pm – 10.45pm AEST.

Attendees:

Sean Atherton

Joshua Chuang

Jack Holliday

Liam O’Loughlin

Mia Vasiliadis

Absent:

Stephanie Newland

Meeting notes:

* Discussion of where everyone was up to with their respective A3 sections.
  + - * Sean: Testing and Risks almost done.
      * Liam: Risks almost done in collaboration with Sean.
      * Jack: Scopes and Limits just needs Work Breakdown Structure added.
        + Assigning extra hours for ‘project completion’.
        + Dates and timeframes for following four weeks.
        + Formatting and linking of document to website to be queried (emailed or discussions forum).
        + Budget – blank check.
        + To be helped with: Parts that happen outside of scope (could happen outside of the project, in case of emergencies), project assumptions, budget/time/deadlines, quality/personnel constraints.
      * Josh: Aims/Plans and Progress.
        + To add in video call function, and then almost completed.
        + Potentially add more detail to plans and progress to make it so another team can take over.
      * Team Profile:
        + Group processes to be filled out.
        + Career plans need to be compared/contrasted.
    - **A5**
      * Probably film presentation online via zoom/teams with screensharing.
      * Mock-up zoom call.
      * Josh to share screen with PowerPoint presentation. Use mouse to point and highlight what is being communicated to Sean/Liam as investors.
      * Leaves Mia free to work on A3/A5 section of website.
      * Jack and Steph to finalise work in A3 and other areas as required.
      * Can’t be standard one file video presentation. Bit more interactive in that Liam/Sean will have to ask questions for Josh to pitch the project to them.
      * Sean will start up a draft presentation file.
* **Clarification:**
  + Looking for clarification on deliverables/artefacts/tangibles to be produced.
  + Email/ask on discussion board for clarification.
  + Potential to include tangibles like the UI within the presentation; but other artefacts outside of the presentation to be confirmed.
  + Only visual elements included in presentation.
* **Remaining sections to be completed once above finalised:**
  + - Completion of topic (2+ paragraphs)/motivation (1+ paragraph) /landscape (1+ paragraph) in Overview.
    - Comparison of career plans and group processes in Team Profile.
    - Skills and Jobs
    - Group Reflection – single and group!
* **Final round-up:**
* Due date: Sunday of week 13(?): **28th May** at **11.59pm AEST**.
  + - Final for A5 due: Sunday of week 13(?): **28th May** at **11.59pm AEST.**
* To be done before Thursday’s meeting:
  + - * Have questions/discussion points ready to be answered.
      * Add any additional tasks if you think of them to the next meeting agenda.
      * Continue working on our assigned sections as below.
* Next meeting:
* Next meeting date: **Sunday 16/05/21 at 8.30pm AEST.**

Tasks completed:

* Next meeting scheduled.
* New agenda documentation created.
* A3 sections clarified and continued work on.
* A5 presentation format decided.
* A3 Testing uploaded (Sean)
* A3 Risks started and uploaded (Sean/Liam)
* A3 Timeframe table (Mia).
* Website (Mia)
  + - * Additional page for A3

Tasks to be completed:

* Agenda for the next meeting to be added to (by anyone) as items

come up during the week.

* Individual tasks as listed below.
  + A3 Tools/Tech (Steph)
  + A3 Aims (now Jack)
  + A3 Group Processes and Communications (Mia)
  + A3 Plans and Progress (Josh)
  + A3 Scope/Limits (Jack)
  + Completion of topic (2+ paragraphs)/motivation (1+ paragraph) /landscape (1+ paragraph) in Overview.
  + Comparison of career plans and group processes in Team Profile.
  + Skills and Jobs
  + Group Reflection – single (200 words each) and group (400 words total)!
  + Figma development (all)