CPT110 Assignment 3: Group Meeting #1

Thursday 29/04/2021

Meeting ran 9.30pm – 10.15pm AEST.

Attendees:

Sean Atherton

Joshua Chuang

Jack Holliday

Liam O’Loughlin

Stephanie Newland

Mia Vasiliadis

Meeting notes:

* Quick recap of the meeting/agenda from last week.
* Due date for **both** A3 and A5 is **28th May** at **11.59pm AEST** after

changes caused by the extension on A2.

* Reviewed agenda document:
  + - Each team member to have read through rubric and assignment specifications.
    - Need to fork our A2 repository to use for A3.
      * Worked out how to do so and completed under Jack’s account while working through the meeting.
    - Discussed how to continue using MS Teams effectively for A3 and A5 now we already have content on it.
      * Decided best course of action was to create new channels for both assignments (A3\_ and A5 respectively) to assign any relevant content to each channel as we work through and complete it.
* **A3**
* Due date: **28th May** at **11.59pm AEST**
* Decided we would attempt to have the Teams Profile section

completed by the next meeting, as most of it was the same as A2, to

get it done early.

* Upload A2 team profile to A3 Teams document.
* Add our new Career Plans to document.
* Discussion around tangible artifacts we will attempt to complete for A3.
  + Make use of a prototyping tool (like Figma) to create UX/UI interface mock-ups/demos.
* Need to ensure our new GitHub link is updated when we submit.
* **A5**
* Due date: **28th May** at **11.59pm AEST**
* Will dedicate a scheduled meeting to A5.
* Draft for A5 due Sunday of Week 10; 9th May 11.59pm AEST.
  + - * Draft and storyboard to be submitted.
* **Final round-up:**
* Due date: Sunday of week 13(?): **28th May** at **11.59pm AEST**.
* Draft for A5 due: Sunday of week 10: **9th May** at **11.59pm AEST**.
* To be done before Sunday’s meeting:
  + - * Team Profile: add to Teams and complete career plan.
      * Everyone to read over project idea before meeting.
      * Have questions/discussion points ready to be answered.
      * Add any additional tasks if you think of them to the next meeting agenda.
* Next meeting:
* Next meeting date: **Monday 3/5/21 at 9.30pm AEST.**

Tasks completed:

* Next meeting scheduled.
* New agenda documentation created.
* GitHub Repository forked for A3 use.
* New A3\_ and A5 channels created on Teams for assignment clarity.
* Brief discussion of A5 and draft due date.

Tasks to be completed:

* Add A2 Team Profile to new A3 Team document. (all)
* Complete and add Career Plans to A3 Team document. (all)
* Review rubrics for both A3 and A5 to ensure assignments are

understood and we can query points as required in next meeting.

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

come up during the week.