CPT110 Assignment 2: Group Meeting #1

26.03.2021

Meeting ran 9.30pm – 10.18pm ADST.

Attendees:

Jack Holliday (chair)

Liam O’Loughlin

Mia Vasiliadis

Sean Atherton

Stephanie Newland

Absent:

Joshua Chuang

Meeting notes:

* Discussion of who will complete each role of A #2; formal decisions TBD at a later date if not specified below.
* Brief introduction of team members; reasons for completing CPT110.
* Tried to contact Joshua; unable to find other means of contact.
* Examined best course of action in regard to navigating project requirements in a team situation (part of **Tools**)
* Will continue to use MS Teams to navigate, organise and arrange content.
* GitHub repository will be used for group submissions.
* GitHub Repository/base index.html file for group website set up by Liam: <https://github.com/loloughlin1705/ssjjml.github.io>
* Reviewed **Team Profile** specifications.
* Discussion of team name.
* Decided to temporarily designate group with team name ‘SSJJML.’
* Personal Profile information document to be shared with group via MS Teams.
* Each person to add a paragraph about what they’re going to bring to the table within the group, i.e., ‘Teams Composition’ paragraph or the like.
* Reviewed **Ideal Jobs** specifications.
* Will compare and contrast after all documents uploaded.
* Task completed by – TBD.
* **IT Work: Interview** specifications reviewed.
* Jack has conversed with his boss who has agreed to participate in the interview as required.
* Recent grant approval for cybersecurity work will probably lean interview towards CS questions.
* Can still ask information security questions *(I wrote down information security, not sure if it should have been information technology in general).*
* Jack to write up interview questions, pass along transcript, and then complete recorded interview with his boss after Easter.
* Reviewed **IT Technologies** specifications.
* Liam’s project idea based around cryptocurrency; volunteered to complete report on cryptocurrencies (report area #1).
* Other areas to be allocated via MS Teams. Group members to pick an area and assign themselves to the role available.
* Reviewed **Project Ideas**.
* Project Idea documents to be shared with group via MS Teams.
* Decision on idea chosen to be done at a later date (once marks received? Or at next meeting).
* Outlined future **meetings**.
* Possibility of requiring two meetings in one week to meet three recorded sessions prerequisite.
* Assignment plan suggests we meet twice a week, if required can be organised.
* Due date: Sunday of week 7; 18th of April at 11.59pm AEST.
* Basic website to be setup.
* Jack volunteered to complete basic structure.
* Steph to help with dropdown menu/sidebar access to link to each individual member’s link to their individual website on the group website.
* Final round-up:
* Ideal jobs document; add paragraph on ‘team composition.’
* Post both documents to MS Teams.
* Add tasks if you think of any to the next meeting agenda.
* Unable to contact Joshua. Cannot find email address, unsure if on discord, have not been able to reach through MS Teams.
* Next meeting date: **Thursday 1/4/21 at 9.30pm AEST.**

Tasks completed:

* Temporary name assigned to group.
* GitHub Repository created – <https://github.com/loloughlin1705/ssjjml.github.io>
* GitHub Website – *link to be added.*
* Group members present added to GitHub Repository.
* Base website added to Repository.
* IT Work (Interview) agreed upon. Jack’s plan outlined.
* Next meeting scheduled, and agenda documentation created.

Tasks to be completed:

* Personal Profile information from Assignment 1 to be uploaded to Teams after addition of ‘Teams Composition’ paragraph.
* Project Idea from Assignment 1 to be uploaded to Teams.
* Agenda for next meeting to be added to (by anyone) as items come up during the week.