CPT110 Assignment 2: Group Meeting #8

21/04/2021

Meeting ran 8.30pm – 9.20pm 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.
* Change in due date – now due **23rd of April** at 11.59pm AEST.
* Reviewed agenda document:
  + **IT Work Interview** 
    - Not sure what format they want content in besides transcript and video recording of interview.
    - Leaving transcript in report, with recording link in the appendix.
  + **IT Report**
    - Cloud
      * Referencing changed to Harvard style as required.
      * To be done tonight if possible.
      * Add references in to content.
  + **Project**
    - Add geolocation services to document now that everyone else has finished their sections.
    - Completed:
      * Database requirements.
      * Data storage.
      * Programming languages required.
    - Removing video/innovation.
    - Final paragraph referencing intentions/implementations for A#3
      * Wireframes/Figma
      * Landing page for app – html/css website build?
      * Interface/programs required for database
  + **Tools**
    - Need to comment on accuracy of audit trail on Git repository and if it reflects work shown by each individual team member.
  + **Contributions form**
    - Discussion about how to show teams contributions of work.
    - Base figure of 16% for each team member as work spilt fairly evenly between all members = 96%.
    - Must equal 100%.
    - +2% for Sean; competed the final reports document and ensured we stayed on task.
    - +2% for Mia; website contribution.
    - Document to be signed by all by Friday and uploaded to ensure we receive marks for our work at submission.
  + **Group Reflection**
    - Each team member to write 200 words each before Friday and upload to Teams.
    - 400 words as a group to be written and added.
  + **Team Meetings** 
    - Team meetings should continue after submission due to continuing group projects.
    - **Thursday 29th** **April 9.30pm** (time to be determined; this is our standard Thursday meeting time as an assumed placeholder)
  + **7.2.1 Group work**
    - Read over report articles so we can work on answer question about fictional IT company services together at next meeting.
    - To work on together at next meeting on 29th April.
  + **GitHub Access**
    - New invite sent to Josh to confirm access to GitHub.
    - Documents are being updated and uploaded to GitHub as changes are made.
    - Josh and Jack to make first commits to GitHub to ensure contributions shown.
  + **Website** 
    - Mia to upload html/css to GitHub tomorrow.
    - Content to be added to website as confirmed as completed.
* Final round-up:
* Due date: Friday of week 8; **23rd of April at 11.59pm** AEST.
* To be done before Friday’s submission:
  + - * Project
        + Final paragraph of A3 intention/implementations – Steph.
      * Website:
        + html/css upload – Mia.
        + content addition – anyone that is confident with html divs/sections and capable to help add content.
      * Group reflection/feedback:
        + Individual 200-word responses.
        + Group 400-word response.
      * Contribution form signed – all.
      * Final Report document and MS teams document – Sean?
* Next meeting date: **Thursday 29/4/21 at 9.30pm AEST.**

Tasks completed:

* Next meeting scheduled.
* New agenda documentation created.
* Continue to upload to GitHub.
* GitHub access reviewed and amended for those in attendance (as required).
* Project discussed in-depth; sections allocated to be completed as below.
* Contributions discussed. To be signed once confirmed all in agreeance.

Tasks to be completed:

* Website to be uploaded to GitHub (Mia).
* Final report documents (Sean).
* Project:
  + Paragraph addition for A#3 implementations (Steph).
* Everyone to continue to review the project document, build any further questions for final meeting (all).
* Group reflections (all).
* Content addition to website (anyone who can help).
* Contribution form signed (All).