04/04/2022 Actions:

Not much happened after this meeting as all of us had at least two assignments coming up shortly. This meeting did have a purpose however as it helped us all get our heads around the project as well as Microsoft teams.

08/04/2022 Actions:

Once again there was not too much work done as the previously mentioned assignments were due in just two days. However, a group project idea was selected and more coverage of what needed to be done was figured out.

11/04/2022 Actions:

During this meeting we figured out that the project idea was already largely completed as we are using one of our team members, Henry (A note was made by Henry that he would not be able to attend meetings until the 25th due to personal commitments), project idea they did for assignment 1. After that we divided the roles of who was going to complete the different IT Technologies, there was four of them so we gave one to one person of the group leaving two that did not have to write one, the ones we left out were Henry as he could help improve hiss already mostly completed project idea and Ryan as he was not present in the meeting. That left four group members to create a 1200 word write up about a certain IT technology, those people being Adrian, Heath, Lauchlan and Shiou-Ping.

18/04/2022 Actions:

This meeting only had three attendees; Adrian, Heath and Shiou-Ping, therefore the work discussed was minimal, however it did result in guiding Shiou-Ping in what he had to do for the assignment, Heath was going to finish his IT Technology segment and a plan was created for what to do on Thursday when everyone was going to be in class. During the Thursday everyone was going to fill out their personal information and ideal jobs section for the team profile part, and the tools section was going to be created bare bones. Lachlan was also going to write the last bit of this IT technologies section.

22/04/2022 Actions:

Four attendees Adrian, Heath, Lauchlan and Shiou-Ping were present and were given the work clearly on what they had to do, Shiou-Ping was to do his IT Technologies section, personal profile and ideal job, along with the burning glass data analysis, Adrian was going to do his burning glass data analysis and work a little on the project idea, Heath was going to do his burning glass data analysis and create the meeting agendas / actions (that's me typing right now oh my god) and Lachlan was going to do his personal profile and ideal job, along with the creation and formatting of the report (the final submission report that is), we all disused what would happen with the meeting however as Ryan, the person with the contact for who we want to interview, was not present it was a little bit hard, however we prepared for the meeting with the proper questions and time ready to complete it.

25/04/2022 Actions:

Shiou-Ping worked on creating a time for the interview, Henry had completed almost all of his section in the team profile and is proceeding to finish this section and is 'beefening' the project idea. Adrain is going to do the ideal job comparison, Ryan was not present, Lachlan was continuing to make the report and Heath was going to continue to make the agendas/actions (it's me again) and help with the project idea if necessary.

29/04/2022 Actions:

Shiou-Ping is going to work on the website with Lachlan, Heath will create the audit trail, Adrian will do the summary reflection (group) and their reflection about the group dynamic (individual). If all goes according to plan the report will be submitted on 30/4