MS Teams Link

MS Teams

2/05/22

Agenda:

-Complete A2 Contribution form

-Look at assignment 3

-Discuss tasks

Actions:

Talked about the completion of assignment 2, about any problems with the contribution form percentages. Discussed the future of assignment 3 and how we would tackle it, what was due and what we will do similarly to assignment 2. Talked about when we would digest and delegate the assignment further.

People signed the contributions form.

Recording

6/05/22

Agenda:

-Discuss Ryan

-Discuss and confirm work allocation

-Add to Trello board on teams

Actions:

Talked about Ryan and found the work he was set completed on time and to a satisfactory level. Finished delegating the work and confirm that everyone was satisfied with the work they had been assigned. Talked about creating a Trello board on teams.

As Ryan is on the team as of this meeting, work has been split between all six members of the group, and they may work on it as they see fit. A Trello board was made to help with work completion.

Recording

9/05/22

Agenda:

-Discuss and set deadlines for task completion

-Discuss progress on assignment

-Discuss any confusion or difficulties with assignment tasks

Actions:

Talked about project process and what we have / will do. Some questions were asked about certain tasks and soft deadlines were set by group members to have specific work done by certain dates.

Most people will continue work that was set prior to this meeting.

Recording

13/05/22

Agenda:

-Discuss progression for assignment tasks

-Discuss any difficulty or confusion with assignment

-Discuss project idea

Actions:

Talked about progress that we have made. Asked questions about the work that we have done, such as any other work that we could do and if the work was not completed, what was left to do and when it would be done by.

Ryan and Shiou-Ping will finish their parts by the next meeting, Lachlan will do the plans section.

Recording

16/05/22

Agenda:

-Discuss project task completion

-Discuss any difficult or confusion

-Prototype discussion

Actions:

Talk about group task completion, talked about progress and completion of set work, Shiou-Ping and Henry had not yet finished their sections, Henry was further along in a more complex section than Shiou-Ping, however. We talked about when we are going to complete the project and the next steps that we would take in prototyping the program.

Heath will help Shiou-Ping in the skills and jobs section, members will start testing AR-Way and all work that has not been completed will be completed.

[Recording](#)

20/05/22

Agenda:

-Discuss assignment work progress

-Discuss any difficulties or confusion

-Discuss how go about progressing the project idea

Actions:

Talk about assignment progress. We talked about Shiou-Ping's confusion with the skills and jobs section. We talked about future progress of the assignment.

Shiou-Pin will do the UI designer section of the skills and jobs, timetables will be filled out more and work will progress for the prototype.

[Recording](#)

23/05/22

Agenda:

-Discuss assignment progress

-Discuss how to go about project idea

-Setting deadlines

Actions:

Talked about Henry's "14 concerns" and tried to fix everything that he had found faults in.

Everyone will attempt to solve/improve on the issues raised by Henry.

[Recording](#)

27/05/22

Agenda:

-Discuss work progress and completion

-Discuss difficulties and confusion

-Discuss presentation

Actions:

Talked about the work we had done and what, if anything, was left to be done. Talk of the report finalisation and when it was going to be completed for use on the website. Any concerns were discussed.

Ryan will complete the report and Shiou-Ping and Lachlan will work on website completion to finish off the assignment.

Recording