# MS TEAMS MEETING TECHNOLOGY ARTIFACTS

GROUP 5

Chelsea Bragg, Jake Kent, Joseph Ashwin Royan, Eun Mi Seo, Arian Najafi Yamchelo, Yvette Yang

# MS TEAMS MEETINGS

24/03/2021 8PM
**Chair and Minute Taker:** Eun Mi Seo
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Meeting group – Introduce yourself
- Share high and low of A1
- Reading and understanding A2 brief
- MS teams meeting
  - Group name
  - Schedule meetings
- Plan for A2 roles

**Minutes/Action Notes**
**Item 1: Introductions**
Team members introduced themselves, providing some insight into the reasons why they were taking this course, their interests, and strengths and areas for development. Each member also shared a highlight and lowlight related to the first assignment.

It was agreed that the team is composed of a wide variety of skills and experience, which should make completing assignments more achievable and efficient.

> **Actions**
> Nil

**Item 2: MS Teams Meetings**
Each person shared their availability and thoughts regarding the nature and frequency of meetings required each week.

Everyone agreed to meet twice a week, at 8pm on Wednesdays and Sundays. This week the next meeting was scheduled for 5pm Sunday. A team name is required for MS Teams.

> **Actions**
> Think about potential names for the team.
> Create agenda for next meeting
> Decide who will chair next meeting

**Item 3: Assignment 2 Brief**
Members shared their understandings of the requirements of Assignment 2.

Though the group has a broad understanding of the assignment, it was agreed that the group should reconvene next meeting to discuss further, once everyone had read the brief in detail.

> **Actions**
> Read Assignment 2 brief and come to the next meeting prepared with ideas, concerns, and questions.

**Item 4: Planning Roles for Assignment 2**
Based on the different sections of the assignment, members talked about tasks could be divided equally; individuals volunteered to work on specific sections based on their personal interests and strengths.

> **Actions**
> Send link for third test
> Create GitHub Group Repo and invite the team
> Estimate your assigned tasks and plan timeline
> Take Big Five Personality Test and send the result to Eun Mi
> https://openpsychometrics.org/tests/IPIP-BFFM/

28/03/2021 5PM
**Chair and Minute Taker:** Chelsea Bragg
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Meeting 1 recap
- Present team name suggestions (min 1 per team member)
- Confirm tasks and timelines
- A2 ideas, concerns and questions
- Confirm tasks to be actioned by next meeting

**Minutes/Action Notes**
**Item 1: Meeting 1 Recap**
Team members recapped topics discussed in meeting 1.

> **Actions**
> Nil

**Item 2: Team Name Suggestions**
Each team member shared their potential suggestions for the team's name.

Everyone decided on Ashwin's suggestion of Code Cats

> **Actions**
> Nil

**Item 3: A2 Ideas Concerns and Questions**
Team members put forth ideas and raised any concerns around individual tasks.

Team members discussed a number of questions raised around tasks. These questions addressed a number of items, including:

- In regard to the website what template/tools will be used? It was confirmed that no template will be used.
- Is a personal summary to be provided with third test results? It was confirmed that a personal summary is to be provided.
- Are we to create announcement via Canvas Group as per page 3 of assignment brief? Further clarification needed.

> **Actions**
> Get clarification on Canvas Group aspect of assignment

**Item 4: Confirm Tasks and Timelines**
Team members reviewed and confirmed induvial responsibilities based on previous meetings discussions. Members also discussed potential timelines for tasks to be submitted to MS Teams

There have been no changes to assigned tasks.

> **Actions**
> Create GitHub Group Repo and invite the team
> Take Big Five Personality Test and send the result to Eun Mi
> https://openpsychometrics.org/tests/IPIP-BFFM/
> Personal Information - 1 paragraph per person to be submitted to MS Teams for Eun Mi
> Progress update for all assigned tasks
> IT Technologies complete draft
> Website design mockup
> IT Work - Interview Confirmation

# Meeting 3

**31/03/2021 8PM**
**Chair and Minute Taker:** Yvette Yang
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Meeting 2 recap – unanswered questions
- Questions/concerns
- Discussion of next meeting (Easter Sunday)
- Confirm tasks to be actioned by next meeting

**Item 1: Meeting 2 Recap**
Following up on any unanswered questions from the last meeting

As per Anthony's response to Chelsea via Canvas A2 discussion, we will need to post a group #5 announcement on Canvas. As per Thomas's advice, PDF report can be in booklet.

> **Actions**
> Post announcement to Canvas

**Item 2: Ideas, Questions and Concerns**
Members discussed the following:

- The length of our individual summaries of personality test results
- Arian's website design via Adobe XD
- PDF report design

It was decided that our individual summaries would make up 2 paragraphs whereby the first would summarise the test results and the second would be our personal reflection.
Consensus reached regarding the colour (orange, black, white), functionality and overall aesthetics. For consistency, the PDF report will also be themed colour (orange, black, white)

> **Actions**
> Summarise personality test results (2 para)
> Draft PDF report design

**Item 3: Discussion of Next Meeting (Easter Sunday)**
Team members discussed whether the next meeting, 4/4/21, is good for everyone to meet.

All members agreed to 4/4/21

> **Actions**
> Nil

**Item 4: Confirm Tasks and Timelines**
Team confirmed already set tasks and timelines then discussed whether we should start on Ideal Jobs & Industry Data.

It was decided that we would go ahead with Industry Data while we wait to receive feedback for Ideal Jobs. Additional timelines were also confirmed for the draft website and draft report.

> **Actions**
> IT Work – Interview Confirmation
> Summarise personality test results (2 para) for Eun Mi
> Post canvas announcement
> Progress update for all assigned tasks
> Draft website html/css
> Draft PDF report
> IT Technologies complete draft
> Industry Data complete draft

# Meeting 4

**04/04/2021 8PM**
**Chair and Minute Taker:** Jake Kent
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Meeting 3 recap – unanswered questions
- Questions/concerns
- Discussion of next meeting Wednesday 7th
- Confirm tasks to be actioned by next meeting

**Minutes/Action Notes**
**Item 1: Meeting 3 Recap**
The group followed up on any unanswered questions from the previous meeting.

Discussed an update on a question posted to Canvas.

> **Actions**
> Nil

**Item 2: Ideas, Questions and Concerns**
Members discussed the following:

- IT Technologies research task
- IT Work interview task and timeline
- Initial framework of the website
- Summary of test results and reflection

Arian finished the task early. Other group members were on track to finish the task on time.
Interview will be with Jake's flatmate who is a Customer Experience Representative at Dropbox, the interview is planned for the following Tuesday.
The framework of the website has been set up and displayed.
Arian had finished and uploaded. Chelsea to upload in the evening. Others to complete and upload before the next meeting.

> **Actions**
> IT Work
> IT Technologies
> Test Results

**Item 3: Discussion of Next Meeting**
Timeline + due dates for the next meeting on Wednesday 7th.
Group project discussion + assessment 1 results.

Meeting time confirmed and Ary hosting.
Each member to select their favourite project idea from the assessment 1 and review their results from assessment 1.

> **Actions**

**Item 4: Confirm Tasks and Timelines**
The group discussed reamining tasks and timelines.

> **Actions**
> Summary personality test results
> Look at assessment 1 feedback
> Draft PDF report
> Burning Glass data 4 questions, Ideal Jobs

# Meeting 5

**07/04/2021 8PM**
**Chair and Minute Taker:** Arian Yamchelo
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Questions and concerns
- Task progress so far
- Discussion of next meeting

**Minutes/Action Notes**
**Item 1: Questions and Concerns**
The team discussed a number of topic inclusing, group coordinator, PDF design, website design, status of IT works interview and tasks added to Microsoft Teams.

It was decided to have Chelsea as our group's coordinator
Jake to complete his interview on Friday 9/04/2021
Tasks added to Microsoft teams
One meeting before Sunday for A1 review

> **Actions**
> Nil

**Item 2: Discussion of Next Meeting**
The team discussd whether an interim meeting would take place before the next to discuss A1 results.

It was decided that the interim meeting would be coordinated by Chelsea and the following meeting by Eun Mi

> **Actions**
> Nil

**Item 3: Confirm Tasks and Timelines**
Members discussed outstanding tasks, including, ideal jobs, interview and the PDF report

> **Actions**
> Summary personality test results
> Look at assessment 1 feedback
> Draft report
> Burning Glass data
> Interview
> IT technologies
> Project Idea

# Meeting 6

**11/04/2021 8PM**
**Chair and Minute Taker:** Eun Mi Seo
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Check tasks progress
- Feedback on completed tasks
- Plan for a project idea

**Minutes/Action Notes**
**Item 1: Check Task Progress**
The team has reviewed the progress and confirmed the following tasks were completed:

- Team profile/Ideal job - Eunmi
- IT technologies
  - Clouds, services, severs – Arian
  - Blockchain and cryptocurrencies – Yvette
  - Machine Learning – Eunmi
  - Autonomous vehicles – Chelsea
- IT work – Jake

Ashwin has made a draft of Industry data and requires individual contribution. Everyone agreed to write about one paragraph and submit it to Ashwin.

Everyone completed tasks on time, and we are on the right track.

> **Actions**
> Industry data - individual contribution.

**Item 2: Feedback on Completed Tasks**
The team has shared feedback on completed tasks.

For the team profile table, it would be nicer to add more information to Myers-Briggs.

> **Actions**
> Add more info to Myer-Briggs

**Item 3: Plan for a Project Idea**
The team has discussed whether we should wait for A1 feedback. Given that there is only one week remaining, the group decided to choose the project idea without A1 assignment feedback.

Everyone agreed to select Arian's project idea, 'Side Scroller 2D Game'.

> **Actions**
> Project idea

# Meeting 7

15/04/2021 8PM
**Chair and Minute Taker:** Chelsea Bragg
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- A1 discussion
  - What was your first thought when reviewing your feedback?
  - Do you agree with the feedback you received? Provide one example each of what you do agree with and what you don't agree with (can be positive or constructive).
  - What was the biggest challenge you faced when completing A1?
  - Was there anything in particular you were most confident with?
  - Looking back, would you do anything differently, regardless of the feedback you received?
- Task update
  - Website
  - Tools
  - MS Teams Usage PDF
  - Industry Data - Individual Contribution (Refer to task in MS Teams)
  - Group Reflection - Individual Contribution (Refer to task in MS Teams)
  - Group Reflection - Group Contribution (Refer to task in MS Teams)
  - SparkPlus Feedback (Instructions to be posted on Canvas sometime this week)
  - Project Idea
- A2 contribution form

**Minutes/Action Notes**
**Item 1: A1 Review**
The team discussed individual feedback received from A1.

The team openly discussed feedback received from A1 based on set questions sent out earlier in the week. Overall, everyone agreed the feedback was very fair.

    **Actions**
    Nil

**Item 2: Task Update**
The team discussed tasks outstanding as well as revised due dates based on A2 extension.

Overall, we are on track to meeting the new submission deadline of 23/04.

    **Actions**
    Tools
    Industry Data - (Individual Contributions)
    IT Work
    Feedback - SparkPLUS
    Group Reflection - (Individual Contributions)
    Group Reflection
    PDF Assignment Report
    PDF MS Teams Info

**Item 3: A2 Contribution Form**
The team briefly discussed the parameters of the A2 contribution form.
It was decided that this should be discussed further at the next meeting.

    **Actions**
    Sign A2 Contribution Form

# Meeting 8

18/04/2021 8PM
**Chair and Minute Taker:** Yvette Yang
**Attendees:** Chelsea Bragg, Jake Kent, Arian Najafi Yamchelo, Ashwin Royan, Eun Mi Seo, Yvette Yang

**Agenda:**
- Following up on the last meeting
- Group Project (Motivation)
  - Motivation (100-300) words: This should be a description of why the project will be interesting or useful. This may include statistics or other evidence, such as: "There service. are 1.5 billion cat owners in Australia, and so there is a huge market for an automated cat feeder. Using Raspberry Pi technology is a cheap and easily assembled solution to this problem."
- Task update & timeline
  - Website
  - Tasks completed to date
  - Tasks left to do/timeline
- Questions

**Minutes/Action Notes**
**Item 1: Meeting 7 Recap**
Team to update on tasks due today:
- Industry data (individual) updated with gaming industry - Jake
- Group reflection (individual) - Jake, Arian

Industry data confirmed as complete.

    **Actions**
    Group reflection (individual)

**Item 2: Group Project (Motivation)**
The team discussed the following topic in regards to project idea (Motivation):
- How much platform games influences or is influenced by culture (e.g. 'Donkey Kong')
- Feasibility (e.g. Developing a game in Unity)
- Generational (80 above for health reasons / App store: targeting kids, e.g. 2-4 years old).
- Gaming industry - significant growth in the past, still trending.
- Platform games generally are still popular via the App store (e.g. Though 3D, e.g. 'Limbo')

    **Actions**
    Project Idea (Motivations)

**Item 3: Task Update and Timelines**
Team discussed poll results, website, tasks completed or to be completed, signatures for A2 contribution form.

Poll results were unanimous, website to be showcased at next meeting, signatures to be uploaded onto the form on MS Teams

    **Actions**
    Project idea (motivation)
    Group reflection
    Website
    Git rep report
    Sign A2 Contribution Form
    SparkPlus
    PDF Assignment Report
    PDF MS Teams Info

# Meeting 9

**21/04/2021 8PM**
**Chair and Minute Taker:** Chelsea Bragg
**Attendees:** Chelsea Bragg, Jake Kent, Ashwin Royan, Eun Mi Seo, Yvette Yang
**Apologies:** Arian Najafi Yamchelo

**Agenda:**
- Following up on the last meeting
- Final Tasks & Timeline for the last few days
- Questions
- Wrap up for this assessment and next assessment discussion

**Minutes/Action Notes**
**Item 1: Meeting 8 Recap**
The team followed up on the previous meeting, as well as any remaining tasks still outstanding for A2.

All tasks have been completed.

   **Actions**
   Nil

**Item 2: Final Tasks Due for Tomorrow**
The team discussed the following items:
- Finalisation/group approval of website
- GitHub Tools
- Submission
- Chelsea's checklist

Github tools and website touch ups to finalise.

   **Actions**
   Add final GitHub tools doc, meeting minutes, and touch up group website.

**Item 3: Questions**
The group discussed any outstanding questions before assignment compeltion.

There were no questions or concerns.

   **Actions**
   Nil

**Item 4: Wrap**
The group discussed dates for A3

First meeting to take place 28/05/21

   **Actions**
   Schedule meeting

**Code Cats**

Chelsea Bragg, Jake Kent, Joseph Ashwin Royan,
Eun Mi Seo, Arian Najafi Yamchelo, Yvette Yang

**Code Cats**

Chelsea Bragg, Jake Kent, Joseph Ashwin Royan,
Eun Mi Seo, Arian Najafi Yamchelo, Yvette Yang