



**IIT A3  
Active Plus**

**MS Teams  
Information Sheet**

## COSC 2196 IIT A3 Our IT Project ( Developing work - Artifacts)

Due Sunday Week 12 11:59 PM AEST Weighting 40 %

### Assessment Criteria

Team Profiel	5%
Tools	5%
<b>Project Plan / Description</b>	<b>50%</b>
Feedback	7.5%
Group Reflection	7.5%
Presentation	10%

### Learning Outcomes

This assessment supports the Graduate Outcomes of Enabling Knowledge, Critical Analysis, Problem Solving, Communication and Team Work.

- CLO 1: describe and apply basic concepts of contemporary technologies
- CLO 2: analyse human and social contexts of technological innovations
- CLO 3: apply the knowledge of various ICT components to create a prototype of a product/service
- CLO 4: identify principles of collaborative work and explain potential conflict resolution techniques
- CLO 5: participate effectively and creatively in a team environment
- CLO 6: prepare a professional and comprehensively written IT report within provided parameters

### PURPOSE

- > To develop a plan for your project
  - > Prototype
  - > Artefacts

### SUBMISSION

PDF Assignment report  
[ACTIVE\_PLUS.PDF]

PDF MS Teams Info  
[ACTIVE\_PLUS.PDF]

Github Pages Link to Website  
Version

Agenda Notes

GitHub Repo Link

Recording Link  
dd/mm/yy

Meeting Minutes / Action  
Notes

MS Teams Invite Link

	<b>1<sup>st</sup> W9</b>	<b>2<sup>nd</sup> W9</b>	<b>3<sup>rd</sup> W10</b>	<b>4<sup>th</sup> W10</b>
<b>MEETING DATE</b>	27 <sup>th</sup> Oct 2022	30 <sup>th</sup> Oct 2022	1 <sup>st</sup> Nov 2022	6 <sup>th</sup> Nov 2022
<b>LOCATION</b>	MS Teams	MS Teams	MS Teams	MS Teams
<b>AGENDA</b>	Meet & Greet Overview A3 Feedback A2 Re-Design Group Website What happened those A2 tasks done by former members?  Any difficulties?	Distribute Tasks Team Name / Software Name Regular Meeting days and time Group Website Can everybody access Github?  Any difficulties?	Distribute Tasks on Project Planner  Checking the completed tasks  Any difficulties?	Most of reports are done  Plans and Progress: delegation Scope & Limits  Any difficulties?

	<b>5<sup>th</sup> W11</b>	<b>6<sup>TH</sup> W11</b>	<b>7<sup>th</sup> W12</b>	<b>8<sup>th</sup> W12</b>
<b>MEETING DATE</b>	8 <sup>th</sup> Nov 2022	13 <sup>th</sup> Nov 2022	16 <sup>th</sup> Nov 2022	20 <sup>th</sup> Nov 2022
<b>LOCATION</b>	MS Teams	MS Teams	MS Teams	MS Teams
<b>AGENDA</b>	Distribute Tasks: Group Feedback Ind. feedback Plans & Progress Skills & Jobs  Any difficulties?	Checking Group Website  Each member must review a whole report from top to bottom. – edit if required  Any difficulties?	Smarthink – Academical Writing Assistance  References – checking against RMIT Harvard referencing system	A5 Presentation ➤ Format ?PPT or Prezi ➤ Guideline  Tech Development ➤ Figma : UI design ➤ Lucidchart : diagrams

	<b>9th W13</b>	<b>10<sup>th</sup> W13</b>		
<b>MEETING DATE</b>	22nd Nov 2022	24 <sup>th</sup> Nov 2022		
<b>LOCATION</b>	MS Teams	MS Teams		
<b>AGENDA</b>	A5 Presentation delegation Demonstration A5 Prezi Presentation A3 final review and update diagram Group website	Demonstration A5 Prezi and write script  Submission forms A3		

# Meeting Records History

<b>1<sup>st</sup> Meeting</b>	<a href="#"><u>27102022 1st Meeting.mp4</u></a>
<b>2<sup>nd</sup> Meeting</b>	<a href="#"><u>30102022 2nd Meeting.mp4</u></a>
<b>3<sup>rd</sup> Meeting</b>	<a href="#"><u>01112022 3rd Meeting.mp4</u></a>
<b>4<sup>th</sup> Meeting</b>	<a href="#"><u>06112022 4th Meeting.mp4</u></a>
<b>5<sup>th</sup> Meeting</b>	<a href="#"><u>08112022 5th Meeting.mp4</u></a>
<b>6<sup>th</sup> Meeting</b>	<a href="#"><u>13112022 6th Meeting.mp4</u></a>
<b>7<sup>th</sup> Meeting</b>	<a href="#"><u>16112022 7th Meeting.mp4</u></a>
<b>8<sup>th</sup> Meeting</b>	<a href="#"><u>20112022 8th Meeting.mp4</u></a>
<b>9<sup>th</sup> Meeting</b>	<a href="#"><u>22112022 9th Meeting.mp4</u></a>

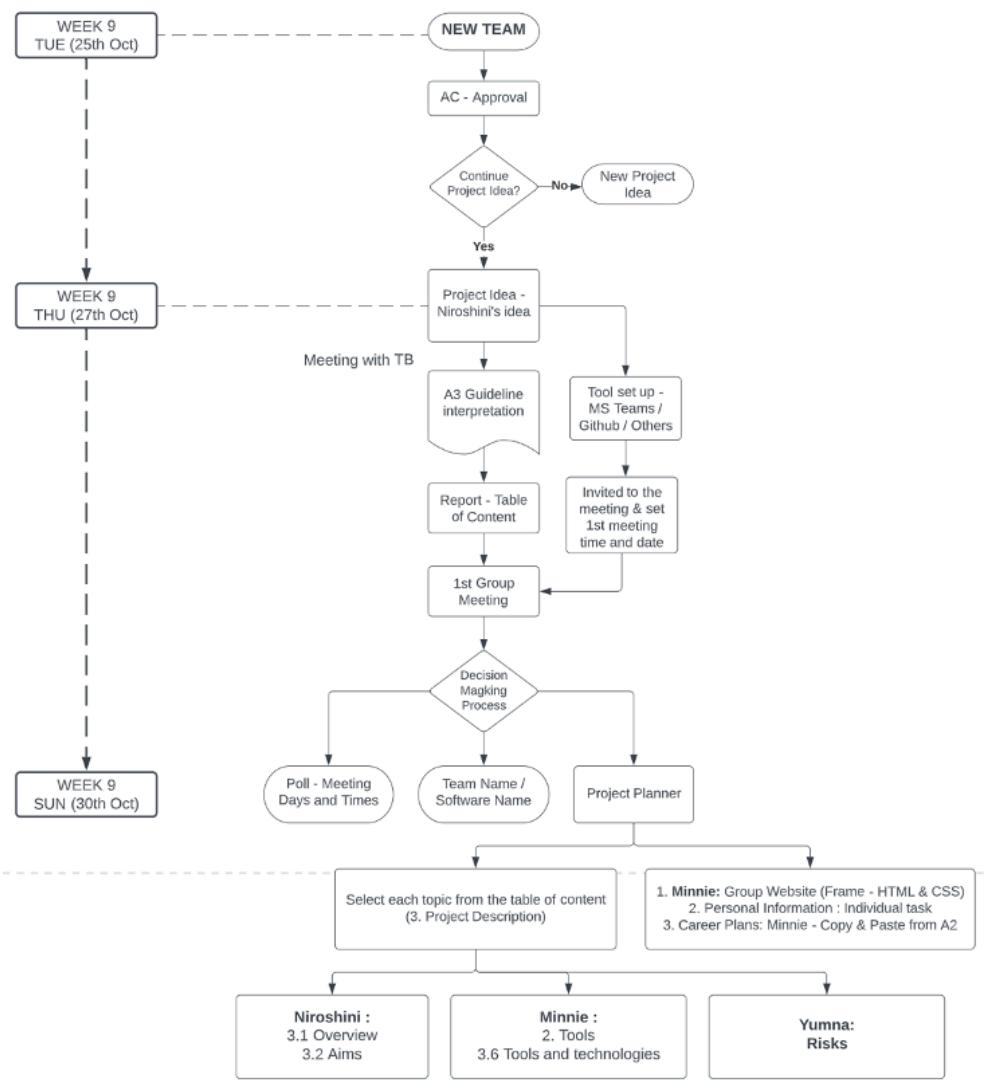
## MEETING MINUTES

MEETING INFORMATION						
MEETING NAME	1 <sup>st</sup> Meeting					
DATE OF MEETING	27 <sup>th</sup> Oct <u>Thur</u>	TIME OF MEETING	9PM AEST			
LOCATION	MS TEAMS	VIDEO RECORDED BY	<u>Niroshini</u>			
NOTE TAKER	Minnie	APPROVED BY	<u>Yumna</u>			
POSTED ON	MS TEAMS					
MEETING ATTENDEES						
Minnie Gim		<u>Niroshini Tharshan</u>				
<u>Yumna</u> Rashid		Travis Powell (apology)				
OPEN AGENDA						
ITEMS		ALLOCATED TO	PROGRESS			
NA						
NEW AGENDA						
ITEMS		ALLOCATED TO	DUE DATE			
Meeting and greeting		All team members				
Discussion step by step planning of assignment 3 (Gone through A3 guideline)						
Tools for communications and collaboration ➤ MS Teams ➤ <u>Github</u>		Minnie	MG will set up once we have team name			
Distribution of writing tasks amongst all team members to start the project						
<b>We need to complete the following writing:</b>						
<div style="background-color: #0072BD; color: white; padding: 5px; text-align: center;"> <b>COSC 2196 IIT A3 Our IT Project ( Developing work - Artifacts)</b> </div> <p>Due Sunday Week 12 11:59 PM AEST Weighting 40 %</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; vertical-align: top; padding: 5px;">           Assessment Criteria             Team Profiel 5%            Tools 5%  <b>Project Plan / Description 50%</b>            Feedback 7.5%            Group Reflection 7.5%            Presentation 10%         </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <b>Learning Outcomes</b>             This assessment supports the Graduate Outcomes of Enabling Knowledge, Critical Analysis, Problem Solving, Communication and Team Work.  <ul style="list-style-type: none"> <li>• CLO 1: describe and apply basic concepts of contemporary technologies</li> <li>• CLO 2: analyse human and social contexts of technological innovations</li> <li>• CLO 3: apply the knowledge of various ICT components to create a prototype of a product/service</li> <li>• CLO 4: identify principles of collaborative work and explain potential conflict resolution techniques</li> <li>• CLO 5: participate effectively and creatively in a team environment</li> <li>• CLO 6: prepare a professional and comprehensively written IT report within provided parameters</li> </ul> </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <b>PURPOSE</b>             &gt; To develop a plan for your project            &gt; Prototype            &gt; Artefacts         </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> <b>SUBMISSION</b>   <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           PDF Assignment report  <a href="#">[ACTIVE_PLUS.PDF]</a> </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           PDF MS Teams Info  <a href="#">[ACTIVE_PLUS.PDF]</a> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           GitHub Pages Link to Website Version         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Agenda Notes         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           GitHub Repo Link         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Recording Link            dd/mm/yy         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Meeting Minutes / Action Notes         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           MS Teams Invite Link         </div> </div> </td> </tr> </table>	Assessment Criteria  Team Profiel 5% Tools 5% <b>Project Plan / Description 50%</b> Feedback 7.5% Group Reflection 7.5% Presentation 10%	<b>Learning Outcomes</b>  This assessment supports the Graduate Outcomes of Enabling Knowledge, Critical Analysis, Problem Solving, Communication and Team Work. <ul style="list-style-type: none"> <li>• CLO 1: describe and apply basic concepts of contemporary technologies</li> <li>• CLO 2: analyse human and social contexts of technological innovations</li> <li>• CLO 3: apply the knowledge of various ICT components to create a prototype of a product/service</li> <li>• CLO 4: identify principles of collaborative work and explain potential conflict resolution techniques</li> <li>• CLO 5: participate effectively and creatively in a team environment</li> <li>• CLO 6: prepare a professional and comprehensively written IT report within provided parameters</li> </ul>	<b>PURPOSE</b>  > To develop a plan for your project > Prototype > Artefacts	<b>SUBMISSION</b>  <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           PDF Assignment report  <a href="#">[ACTIVE_PLUS.PDF]</a> </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           PDF MS Teams Info  <a href="#">[ACTIVE_PLUS.PDF]</a> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           GitHub Pages Link to Website Version         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Agenda Notes         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           GitHub Repo Link         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Recording Link            dd/mm/yy         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Meeting Minutes / Action Notes         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           MS Teams Invite Link         </div> </div>		
Assessment Criteria  Team Profiel 5% Tools 5% <b>Project Plan / Description 50%</b> Feedback 7.5% Group Reflection 7.5% Presentation 10%	<b>Learning Outcomes</b>  This assessment supports the Graduate Outcomes of Enabling Knowledge, Critical Analysis, Problem Solving, Communication and Team Work. <ul style="list-style-type: none"> <li>• CLO 1: describe and apply basic concepts of contemporary technologies</li> <li>• CLO 2: analyse human and social contexts of technological innovations</li> <li>• CLO 3: apply the knowledge of various ICT components to create a prototype of a product/service</li> <li>• CLO 4: identify principles of collaborative work and explain potential conflict resolution techniques</li> <li>• CLO 5: participate effectively and creatively in a team environment</li> <li>• CLO 6: prepare a professional and comprehensively written IT report within provided parameters</li> </ul>	<b>PURPOSE</b>  > To develop a plan for your project > Prototype > Artefacts	<b>SUBMISSION</b>  <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           PDF Assignment report  <a href="#">[ACTIVE_PLUS.PDF]</a> </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           PDF MS Teams Info  <a href="#">[ACTIVE_PLUS.PDF]</a> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           GitHub Pages Link to Website Version         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Agenda Notes         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           GitHub Repo Link         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Recording Link            dd/mm/yy         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           Meeting Minutes / Action Notes         </div> <div style="border: 1px solid #0072BD; padding: 5px; width: 45%;">           MS Teams Invite Link         </div> </div>			

## NOTES

After the meeting, team members had a look the contents table and selected topics they prefer to do it.

- Minnie : Group website for the structure
  - : Set up 1. Team Profile
  - : 2. Tools
  - 3.6 Tools and Technologies
- Yumna : Risks on the Project Description
- Niroshini : Overview and Aims on the Project Description



## NEXT MEETING

DATE	30 <sup>th</sup> Oct Sun	TIME	9PM AEST
OBJECTIVES	Decision making and delegating tasks		

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	2 <sup>nd</sup> Meeting		
DATE OF MEETING	30 th Oct Sunday	TIME OF MEETING	9PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	Niroshini, Yumna
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan
Yumna Rashid	Travis Powell (apology)

### OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Tools for communications and collaboration <ul style="list-style-type: none"> <li>➤ To do so, we need a team name / software name</li> <li>➤ Table of contents doc on MS Teams</li> </ul>	Minnie	Done by next meeting completed
Distribution of writing tasks <ul style="list-style-type: none"> <li>➤ Minnie: Group website for the structure               <ul style="list-style-type: none"> <li>: Set up 1. Team Profile</li> <li>: 2. Tools</li> <li>: 3.6 Tools and Technologies</li> </ul> </li> <li>➤ Yumna: Risks on the Project Description</li> <li>➤ Niroshini : Overview and Aims on the Project Description</li> </ul>		By end of next week (as soon as possible will be ideal)

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
Set the regular meeting days and times <ul style="list-style-type: none"> <li>➤ Poll on MS Teams</li> <li>➤ Most vote: Sundays 9PM AEST. Tuesdays 5PM AEST</li> </ul>	Minnie	Before the next meeting
Team name / Software name <ul style="list-style-type: none"> <li>➤ Poll on MS Teams</li> </ul>	Minnie	Before the next meeting
Group Website on Github <ul style="list-style-type: none"> <li>➤ Framework done, please enter individual info on the html</li> <li>➤ A2 data needs to be transferred.</li> </ul>	Minnie / Niroshini / Travis / Yumna	Week 10
Project Description <ul style="list-style-type: none"> <li>➤ Roles</li> <li>➤ Scopes and Limits</li> </ul> <p>We might need to do after completing overview, aims, and tools.</p> <p>Certain topics have a guide about how many paragraphs, but no words limit</p>		
Skills and Job		
Help each other – Github, Github Desktop, VS Code		On-going

**Timeframe & Delegations**

	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Create Group - Set up Tools	M			
Team Profile, (Catching up A2)	M/N/T/Y			
Tools	M			
Project - Overview	N			
Project - Aims	N			
Project - Plans and Progress	M/N/T/Y			
Project - Roles			M	
Project - Scope and Limits				
Project - Tools & Technologies	M			
Project - Testing			T	
Project - Timeframe	M			
Project - Risks	Y			
Project - Group Process & Com	M			
Skills & Jobs				
Feedback				

**NOTES**
**NEXT MEETING**

DATE	1st Nov Tues	TIME	5PM AEST
OBJECTIVES	Decision making and delegating tasks		

# **MEETING MINUTES**

MEETING INFORMATION			
MEETING NAME	3 <sup>rd</sup> Meeting		
DATE OF MEETING	1 <sup>st</sup> Nov 2022 Tuesday	TIME OF MEETING	5PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	
POSTED ON	MS TEAMS		

MEETING ATTENDEES	
Minnie Gim	Niroshini Tharshan
Yumna Rashid	Travis Powell

OPEN AGENDA			
ITEMS	ALLOCATED TO	PROGRESS	
Distribution of writing tasks ➤ Niroshini: Overview and Aims on the Project Description ➤ Travis: Testing on the Project Description		progressing	
Group Website on Github ➤ Framework done, please enter individual info on the html ➤ A2 data needs to be transferred.	Minnie / Niroshini / Travis / Yumna	Week 10	
Help each other – Github, Github Desktop, VS Code		On-going	

ITEMS	ALLOCATED TO	DUUE DATE																								
Sharing general practices around Github / Github Desktop / mybib		On-going																								
<p><b>Distribution of writing tasks</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>PROGRESS</span> <span>COMPLETED</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>IIT-A3 Active + Group Project Planner</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">WEEK 9</td> <td style="text-align: center; padding: 5px;">WEEK 10</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Establish Team</td> <td style="text-align: center; padding: 5px;">New Team Name</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Set up Tools</td> <td style="text-align: center; padding: 5px;">MS Teams Github</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Project Planner</td> <td style="text-align: center; padding: 5px;">Weekly Planner</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Team Profile</td> <td style="text-align: center; padding: 5px;">Project Planner</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Overview Aims</td> <td style="text-align: center; padding: 5px;">Weekly Planner</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Tools &amp; Tech</td> <td style="text-align: center; padding: 5px;">Group Website</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Risks</td> <td style="text-align: center; padding: 5px;">Team Profile</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Group Progress &amp; Com</td> <td style="text-align: center; padding: 5px;">Group Website</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Timeframe</td> <td style="text-align: center; padding: 5px;">Overview Aims</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Plans &amp; Progress</td> <td style="text-align: center; padding: 5px;">Testing</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Roles</td> <td style="text-align: center; padding: 5px;">Roles</td> </tr> </table>	WEEK 9	WEEK 10	Establish Team	New Team Name	Set up Tools	MS Teams Github	Project Planner	Weekly Planner	Team Profile	Project Planner	Overview Aims	Weekly Planner	Tools & Tech	Group Website	Risks	Team Profile	Group Progress & Com	Group Website	Timeframe	Overview Aims	Plans & Progress	Testing	Roles	Roles	All team members	End of Week 10
WEEK 9	WEEK 10																									
Establish Team	New Team Name																									
Set up Tools	MS Teams Github																									
Project Planner	Weekly Planner																									
Team Profile	Project Planner																									
Overview Aims	Weekly Planner																									
Tools & Tech	Group Website																									
Risks	Team Profile																									
Group Progress & Com	Group Website																									
Timeframe	Overview Aims																									
Plans & Progress	Testing																									
Roles	Roles																									

This is **NOT** an RMIT official documentation. This is designed by IIT student for **ONLY** assessment purposes.  
Designed by student S3846058 for assessment purposes **ONLY**

Timeframe & Delegations				
NOTES				
	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Create Group Set up Tools	M			Review a whole document
Team Profile. (Catching up A2)	M / N / T / Y			
Tools	M			
Project – Overview	N			
Project – Aims	N			
Project - Plans and Progress	M / N / T / Y			
Project - Roles		Y		
Project - Scope and Limits				
Project - Tools & Technologies	M			
Project - Testing		T		
Project - Timeframe	M			
Project - Risks	Y			
Project - Group Process & Com	M			
Skills & Jobs				
Feedback				

NEXT MEETING			
DATE	6th Nov Sunday	TIME	9PM AEST
OBJECTIVES	Aim: complete Group Website Writing delegation		

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	4 <sup>th</sup> Meeting		
DATE OF MEETING	6 <sup>th</sup> Nov 2022 Sunday	TIME OF MEETING	8PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	
Yumna Rashid	Travis Powell	

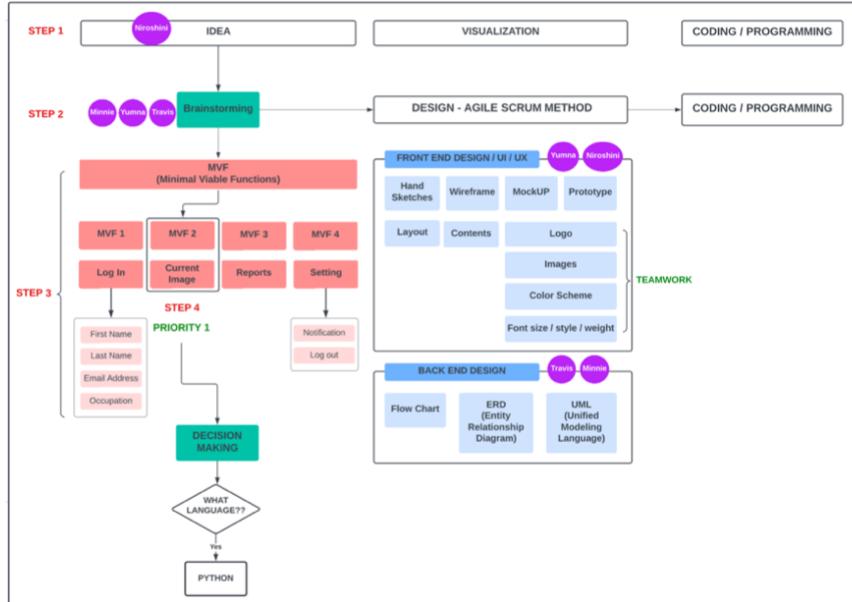
### OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Distribution of writing tasks ➤ Travis / Niroshini / Yumna / Minnie		Completed
Group Website on Github ➤ All team members are updated their details ➤ Details around the html and css	Minnie	Completed 90% completion

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE																																																						
<p>Team Progress</p> <div style="display: flex; justify-content: space-around;"> <span>PROGRESS</span> <span>COMPLETED</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>IIT-A3 Active + Group Project Planner</span> <span>WEEK 9</span> <span>WEEK 10</span> <span>WEEK 11</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Establish Team</td> <td style="width: 10%;">New Team Name</td> <td colspan="4"></td> </tr> <tr> <td>Set up Tools</td> <td>MS Teams Github</td> <td colspan="4"></td> </tr> <tr> <td>Project Planner</td> <td>Weekly Planner</td> <td>Project Planner</td> <td>Weekly Planner</td> <td>Project Planner</td> <td>Weekly Planner</td> </tr> <tr> <td>Team Profile</td> <td>Group Website</td> <td>Group Progress &amp; Com</td> <td>Timeframe</td> <td>Group Progress &amp; Com</td> <td>Timeframe</td> </tr> <tr> <td>Overview Aims</td> <td></td> <td></td> <td></td> <td>Scope &amp; Limits</td> <td></td> </tr> <tr> <td>Tools &amp; Tech</td> <td></td> <td>Testing</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Risks</td> <td></td> <td>Roles</td> <td></td> <td>Skills &amp; Jobs</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Team Profile</td> <td>Group Website</td> <td>Feedback</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Overview Aims</td> <td></td> <td></td> <td></td> </tr> </table>	Establish Team	New Team Name					Set up Tools	MS Teams Github					Project Planner	Weekly Planner	Project Planner	Weekly Planner	Project Planner	Weekly Planner	Team Profile	Group Website	Group Progress & Com	Timeframe	Group Progress & Com	Timeframe	Overview Aims				Scope & Limits		Tools & Tech		Testing				Risks		Roles		Skills & Jobs				Team Profile	Group Website	Feedback				Overview Aims				* Weekly update *	* Updated for this week
Establish Team	New Team Name																																																							
Set up Tools	MS Teams Github																																																							
Project Planner	Weekly Planner	Project Planner	Weekly Planner	Project Planner	Weekly Planner																																																			
Team Profile	Group Website	Group Progress & Com	Timeframe	Group Progress & Com	Timeframe																																																			
Overview Aims				Scope & Limits																																																				
Tools & Tech		Testing																																																						
Risks		Roles		Skills & Jobs																																																				
		Team Profile	Group Website	Feedback																																																				
		Overview Aims																																																						

## Plan & Progress



## Brainstorming

- Discussed and decided 4 MVF (see above diagram)

## Decision Making

- Priority: MVF 2 Current Image
  - Programming Language: Python (MediaPipe & OpenCV)
  - Front End Dev: Yumna & Niroshini
  - Back End Dev: Travis & Minnie
  - Logo, Images, Contents, Color, Font (General design concept will be discussed as a team)

## Timeframe

	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Create Group Set up Tools	M			Review a whole document
Team Profile. (Catching up A2)	M/N/T/Y			
Tools	M			
Project – Overview	N			
Project – Aims	N			
Project - Plans and Progress	M	M/N/T/Y	M/N	
Project - Roles		Y		
Project - Scope and Limits				T
Project - Tools & Technologies	M			
Project - Testing		T		
Project - Timeframe	M	M	M	
Project - Risks	Y			
Project - Group Process & Com	M	M	M	

## Front End: Yumna Niroshini

End of Week 11

## Back End: Travis Minnie

**Plans and Progress**  
**Group Process and**  
**Communication**  
**Timeframe: Weekly**  
**update by Minnie**

## Plans and Progress: Minnie & Niroshini

## Scope and Limits: Travis

## Yumna: Editing and reviewing

**NOTES**

--

**NEXT MEETING**

DATE	8 <sup>th</sup> Nov 2022	TIME	5PM AEST
OBJECTIVES	Group Reflection Skills and Jobs Scope and Limits		

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	5 <sup>th</sup> Meeting		
DATE OF MEETING	8 <sup>th</sup> Nov 2022 Tuesday	TIME OF MEETING	5 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	
Yumna Rashid		

### OPEN AGENDA

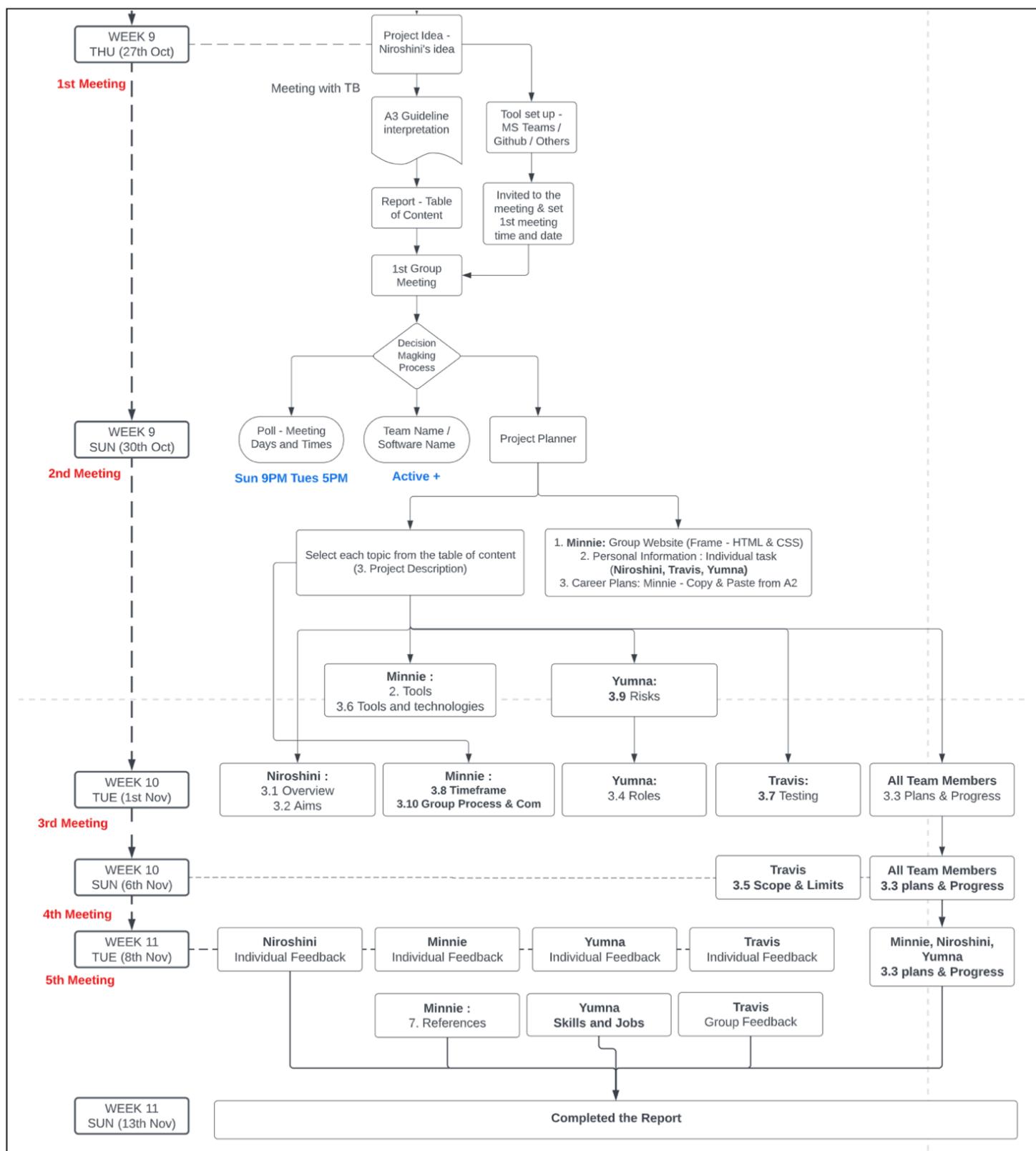
ITEMS	ALLOCATED TO	PROGRESS
Group Website on Github <ul style="list-style-type: none"> <li>➤ All team members are updated their details</li> <li>➤ Details around the html and css</li> </ul>	Minnie	Completed 90% completion
Delegated tasks		Completed

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
Plans & Progress <ul style="list-style-type: none"> <li>➤ Niroshini and Minnie</li> <li>➤ Niroshini finished first part.</li> <li>➤ Minnie will do the technical part of the plan and progress</li> <li>➤ Yumna will do the conclusion.</li> </ul>	Yumna Minnie Niroshini	Before the Sunday Meeting
Scope & Limits	Travis	Next Meeting
Skills and Jobs	Yumna	Next Meeting
Group Reflection <ul style="list-style-type: none"> <li>➤ Individual 200 words</li> <li>➤ Group reflection 400 words</li> </ul>	Individual Yumna	Next Meeting

### NOTES





## NEXT MEETING

DATE	13 <sup>th</sup> Nov 2022	TIME	9 PM AEST
OBJECTIVES			

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	6 <sup>th</sup> Meeting		
DATE OF MEETING	13 <sup>th</sup> Nov 2022 Sunday	TIME OF MEETING	9 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Travis Powell
NOTE TAKER	Minnie	APPROVED BY	Niroshini
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Travis Powell	Niroshini Tharshan
Yumna Rashid (apology)		

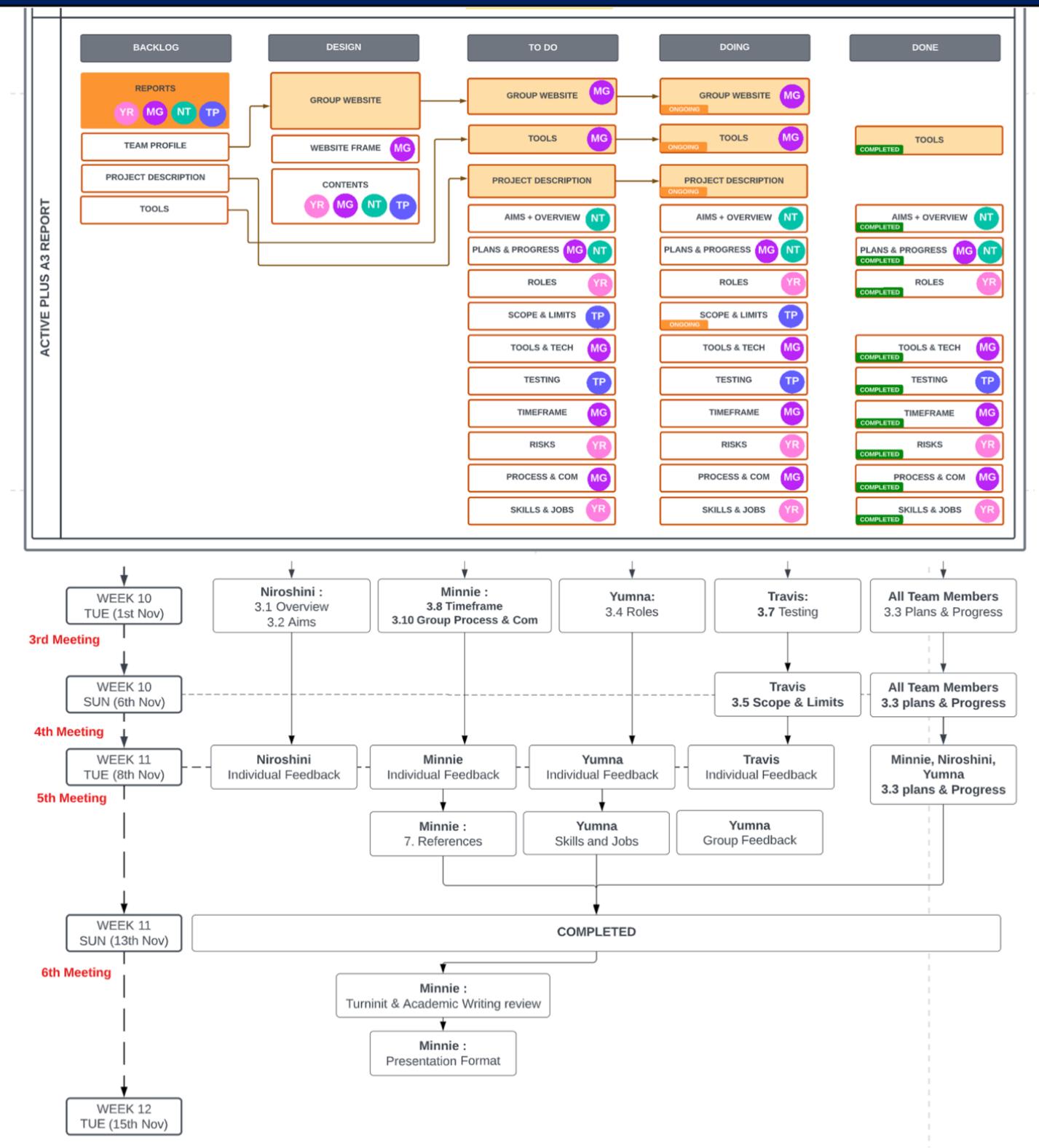
### OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Group Website on Github <ul style="list-style-type: none"> <li>• All team members are updated their details</li> <li>• Details around the html and css</li> </ul>	Minnie	Completed
Delegated Tasks <ul style="list-style-type: none"> <li>➤ Reports – Plans and Progress</li> <li>Scope and Limits</li> <li>Reflection</li> <li>Skills and Jobs</li> </ul>	Minnie & Niroshini Travis Yumna Yumna	Completed

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
Contribution Form <ul style="list-style-type: none"> <li>➤ 25% each member – agreed</li> <li>➤ Will be shared on the MS Teams for signatures</li> </ul>	Minnie	
Editing <ul style="list-style-type: none"> <li>➤ Turninit and Smarthink check up</li> <li>➤ Grammar checks up</li> </ul>	Minnie Yumna Travis	Before the next meeting
Documents <ul style="list-style-type: none"> <li>➤ PDF of reports, meeting minutes and etc</li> </ul>	Minnie	Friday next week
Presentation <ul style="list-style-type: none"> <li>➤ PPT format design</li> </ul>	Minnie	
Submission – Saturday next week	Minnie	Saturday

## NOTES



## NEXT MEETING

DATE	15 <sup>th</sup> Nov 2022 Tue	TIME	5 PM AEST
OBJECTIVES			

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	7 <sup>th</sup> Meeting		
DATE OF MEETING	16 <sup>th</sup> Nov 2022 Wed	TIME OF MEETING	9 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	Travis
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	Travis Powell
Yumna Rashid (joined late)		

### OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Reports ➤ Checked by Smarthinking		Completed
Contribution Form ➤ Please sign if you are happy with the contribution fraction		25% completed
Documents ➤ PDF		Progress

### NEW AGENDA

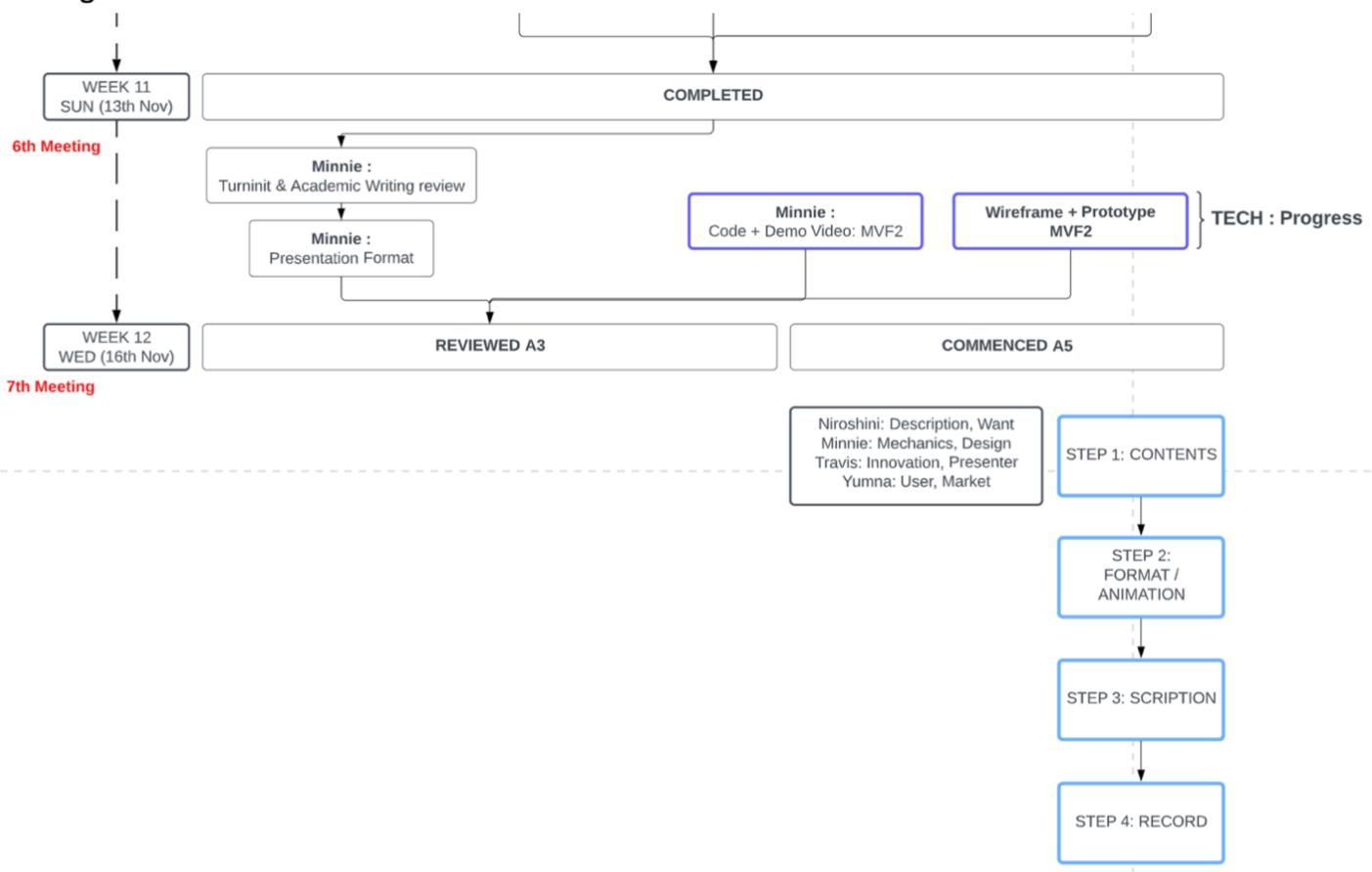
ITEMS	ALLOCATED TO	DUE DATE
A5 presentation ➤ Guideline ➤ Delegated tasks Niroshini : Description, Want Minnie: Mechanics and Design Travis: Presenter, Innovation Yumna: Users, Market ➤ PPT format on the Teams ➤ Demonstration video	Niroshini Minnie Travis Yumna	Completed Completed
Group Website ➤ Please upload artifacts and prototype	Minnie	

Assessment details		Before next meeting
<p><b>Purpose</b></p> <p>Having completed one project with your team (Assignment 2), it is now time to develop a plan for an IT project of your own, which will show an understanding of both your group's skills and talents, as well as an understanding of the IT industry and current IT trends. Your work in this project will develop a plan for your project, and as much of a prototype or other artefacts that you can produce in the time available to you.</p> <p>There are to be significant artifacts delivered and documented here. Without the demonstration of tangible results towards implementing (at minimum) a functioning prototype there will be considerable penalties imparted on the moderated assignment marks for the team.</p>		

## NOTES

Due to other commitment, we rescheduled from 15h to 16<sup>th</sup>. Discussed on the MS Teams chat.

100% agreed to reschedule



## NEXT MEETING

DATE	20 <sup>th</sup> Nov 2022 Sunday	TIME	9 PM AEST
OBJECTIVES			

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	8 <sup>th</sup> Meeting		
DATE OF MEETING	20th Nov 2022 Wed	TIME OF MEETING	9 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	Niroshini
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	Travis Powell (apology)
Yumna Rashid		

### OPEN AGENDA

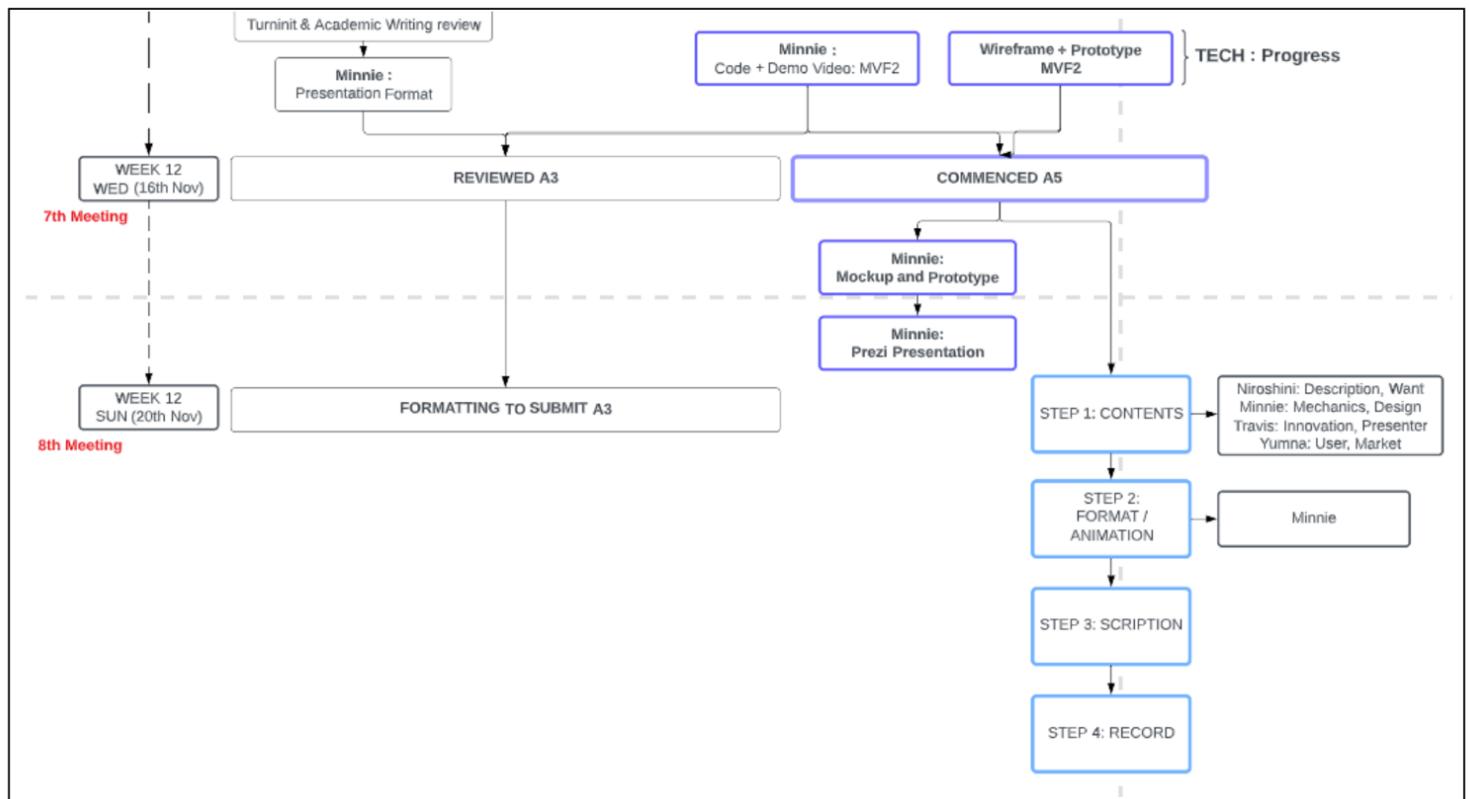
ITEMS	ALLOCATED TO	PROGRESS
Reports <ul style="list-style-type: none"> <li>➤ Updated diagram</li> <li>➤ Group Website</li> </ul>	Minnie Minnie	Completed
Contribution Form <ul style="list-style-type: none"> <li>➤ Please sign if you are happy with the contribution fraction</li> </ul>	Teamwork	Completed
A5 presentation <ul style="list-style-type: none"> <li>➤ Guideline</li> <li>➤ Delegated tasks               <ul style="list-style-type: none"> <li>Niroshini : Description, Want</li> <li>Minnie: Mechanics and Design</li> <li>Travis: Presenter, Innovation</li> <li>Yumna: Users, Market</li> </ul> </li> <li>➤ PPT format on the Prezi</li> <li>➤ Demonstration video</li> </ul>	Minnie (Prezi)	Progress  By next meeting

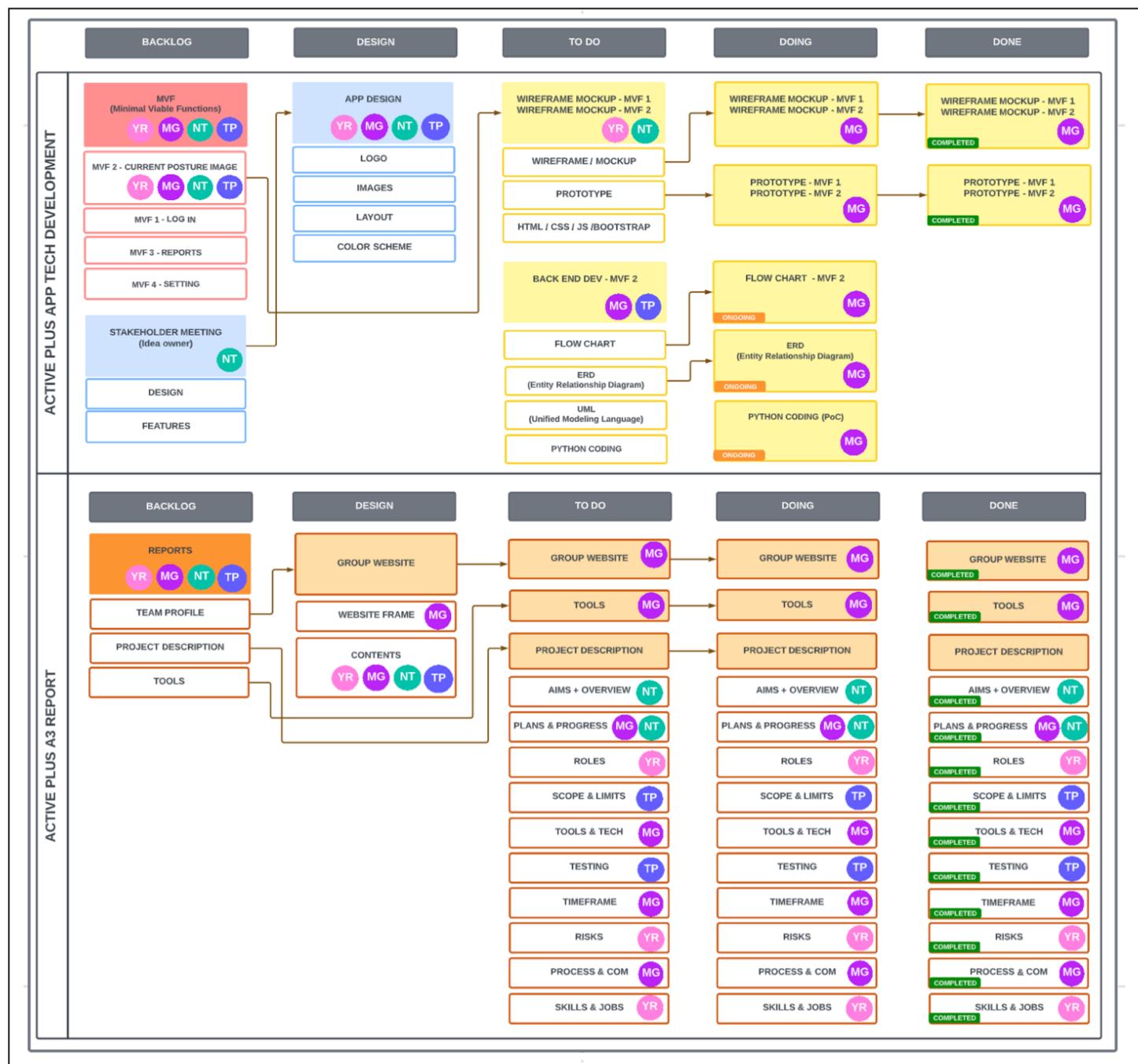
### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
A5 Presentation <ul style="list-style-type: none"> <li>➤ Prezi format: Team members can send contents to Minnie. Minnie will update Prezi unless Team members are happy to learn.</li> <li>➤ Prototype on Figma: updating the detail</li> <li>➤ Contents: as per the delegation plan</li> </ul>		

### NOTES

This is **NOT** an RMIT official documentation. This is designed by IIT student for **ONLY** assessment purposes.





## NEXT MEETING

DATE	20 <sup>th</sup> Nov 2022 Sunday	TIME	9 PM AEST
OBJECTIVES			

## MEETING MINUTES

### MEETING INFORMATION

MEETING NAME	9th Meeting		
DATE OF MEETING	22th Nov 2022 Tuesday	TIME OF MEETING	5 PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	Yumna
POSTED ON	MS TEAMS		

### MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	Travis Powell (apology)
Yumna Rashid		

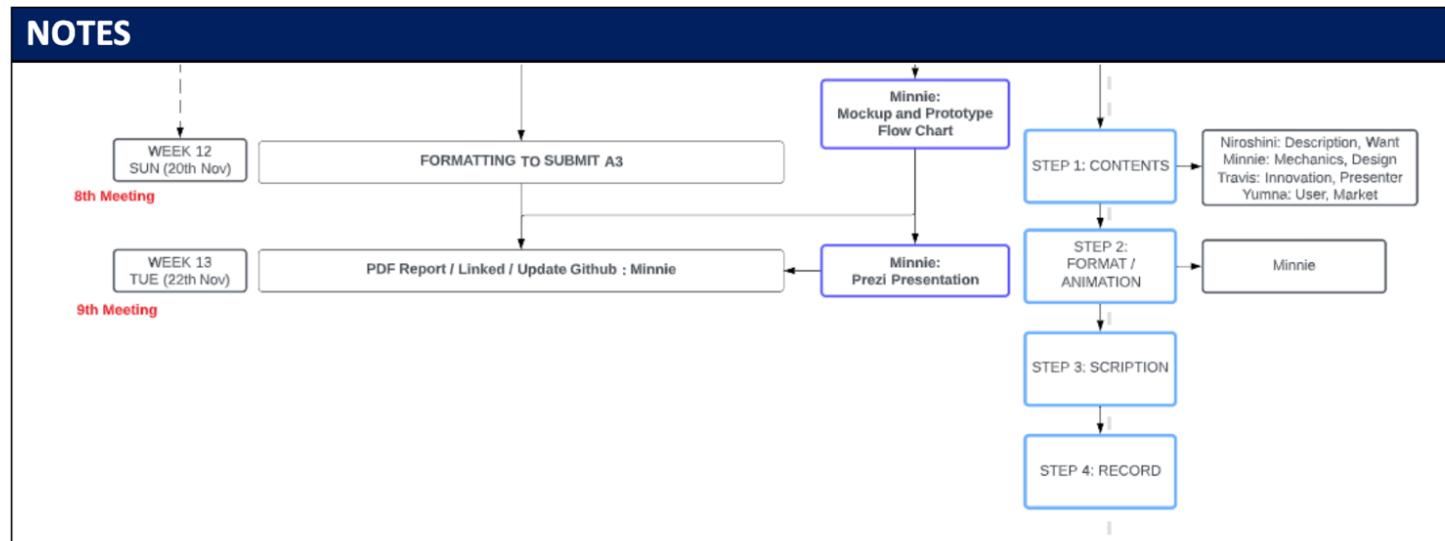
### OPEN AGENDA

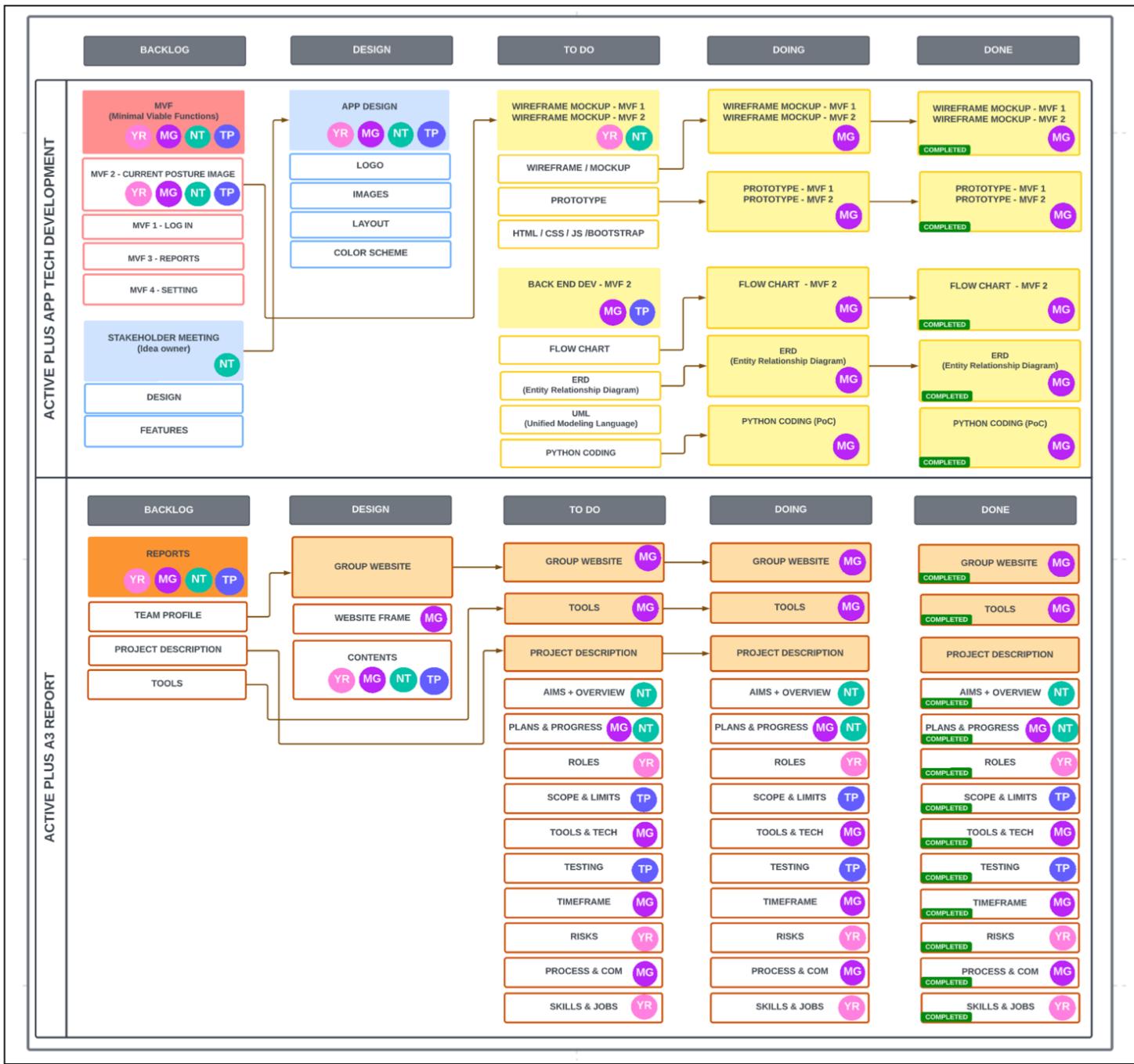
ITEMS	ALLOCATED TO	PROGRESS
Reports <ul style="list-style-type: none"> <li>➤ Updated diagram</li> <li>➤ Group Website</li> </ul>	Minnie	Completed
A5 Presentation <ul style="list-style-type: none"> <li>➤ Prezi format: Team members can send contents to Minnie. Minnie will update Prezi unless Team members are happy to learn.</li> <li>➤ Prototype on Figma: updating the detail</li> <li>➤ Contents: as per the delegation plan</li> </ul>	Minnie (Prezi)	Completed

### NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
A5 Presentation <ul style="list-style-type: none"> <li>➤ Prezi presentation (with contents and photo/video) completed by Minnie</li> <li>➤ The presentation was played at the meeting. Confirmed by team</li> <li>➤ Get ready for the video record: Minnie will have a chat with Travis</li> </ul>	Minnie	Before the next meeting
Reports (A3) <ul style="list-style-type: none"> <li>➤ Updated diagram</li> <li>➤ Update group website with video and project idea progress</li> <li>➤ Submit this week</li> </ul>	Minnie	
A3 Submission <ul style="list-style-type: none"> <li>➤ PDF (Meeting minutes and report)</li> <li>➤ Links</li> </ul>	Minnie	This week

## NOTES





### NEXT MEETING

DATE	TBA	TIME	TBA
OBJECTIVES			

## **MS Teams Invitation Link**

[https://teams.microsoft.com/l/team/19%3aX88PDEHJgTc58qlcVPyx7X3AnkXUv0wH\\_NIYLcjPyY1%40thread.tacv2/conversations?groupId=c0799a95-3f7a-4250-a71d-50673d3b6603&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b](https://teams.microsoft.com/l/team/19%3aX88PDEHJgTc58qlcVPyx7X3AnkXUv0wH_NIYLcjPyY1%40thread.tacv2/conversations?groupId=c0799a95-3f7a-4250-a71d-50673d3b6603&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b)