

MEETING MINUTES

MEETING INFORMATION

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

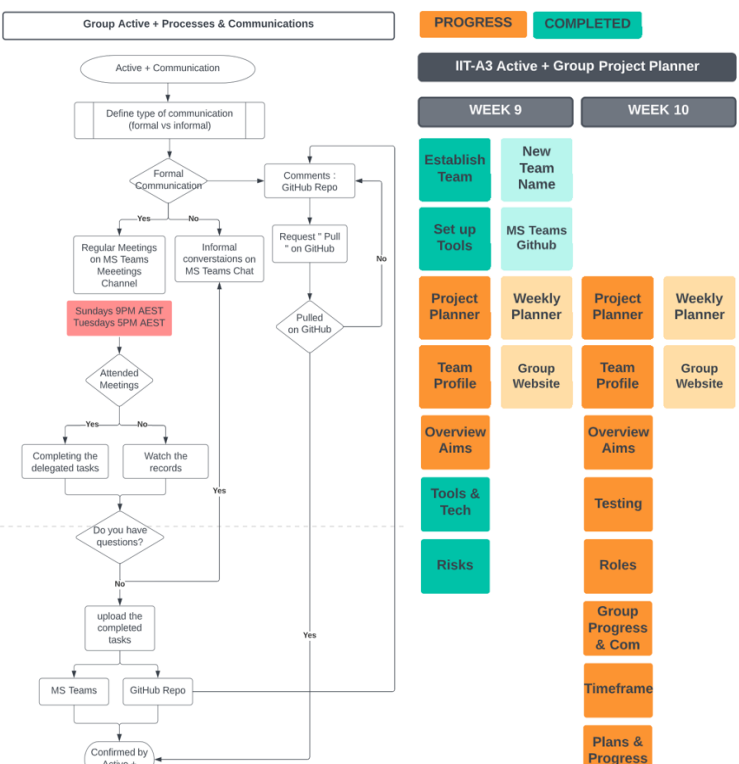
MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan
Yumna Rashid	Travis Powell

OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Distribution of writing tasks <ul style="list-style-type: none"> ➤ Niroshini: Overview and Aims on the Project Description ➤ Travis: Testing on the Project Description 		progressing
Group Website on Github <ul style="list-style-type: none"> ➤ 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

NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
Sharing general practices around Github / Github Desktop / mybib		On-going
<p>Distribution of writing tasks</p>  <p>The flowchart details the communication and task completion process. It starts with 'Active + Communication', leading to 'Define type of communication (formal vs informal)'. A decision diamond 'Formal Communication?' branches into 'Yes' (leading to 'Regular Meetings on MS Teams Meetings Channel' and 'Sundays 9PM AEST Tuesdays 5PM AEST') and 'No' (leading to 'Informal conversations on MS Teams Chat'). The 'Yes' path leads to 'Attended Meetings', then 'Completing the delegated tasks', and 'Do you have questions?'. If 'No' questions, tasks are 'upload the completed tasks' to 'MS Teams' and 'Github Repo', then 'Confirmed by Active+'. If 'Yes' questions, it leads to 'Request "Pull" on GitHub', then 'Pulled on GitHub', and back to 'Comments: GitHub Repo'. To the right, a task list for 'IIT-A3 Active + Group Project Planner' is shown for 'WEEK 9' and 'WEEK 10'. Week 9 tasks include: Establish Team, Set up Tools, Project Planner, Team Profile, Overview Aims, Tools & Tech, Risks. Week 10 tasks include: New Team Name, MS Teams Github, Weekly Planner, Group Website, Team Profile, Group Website, Overview Aims, Testing, Roles, Group Progress & Com, Timeframe, Plans & Progress.</p>	All team members	End of Week 10

Timeframe & Delegations		
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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		