MEETING MINUTES

MEETING INFOMATION

MEETING NAME	2nd 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	
POSTED ON	MS TEAMS		

MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan
Yumna Rashid	

OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS

Tools for communications and collaboration
  ➢ To do so, we need a team name / software name
  ➢ Table of contents doc on MS Teams
	Minnie	Done by next meeting completed

Distribution of writing tasks
  ➢ 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
		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
  ➢ Poll on MS Teams
  ➢ Most vote: Sundays 9PM AEST. Tuesdays 5PM AEST
	Minnie	Before the next meeting

Team name / Software name ➢ Poll on MS Teams	Minnie	Before the next meeting

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

Project Description
  ➢ Roles
  ➢ Scopes and Limits
We might need to do after completing overview, aims, and tools.
Certain topics have a guide about how many paragraphs, but no words limit		

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		