

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	1 st Meeting		
DATE OF MEETING	27 th Oct Thur	TIME OF MEETING	9PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Niroshini
NOTE TAKER	Minnie	APPROVED BY	
POSTED ON	MS TEAMS		

MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan
Yumna Rashid	

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 <ul style="list-style-type: none"> ➤ MS Teams ➤ Github 	Minnie	MG will set up once we have team name
Distribution of writing tasks amongst all team members to start the project		

We need to complete the following writing:

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

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

Assessment Criteria

Team Profiel5%
Tools5%
Project Plan / Description50%
Feedback7.5%
Group Reflection7.5%
Presentation10%

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

Learning Outcomes

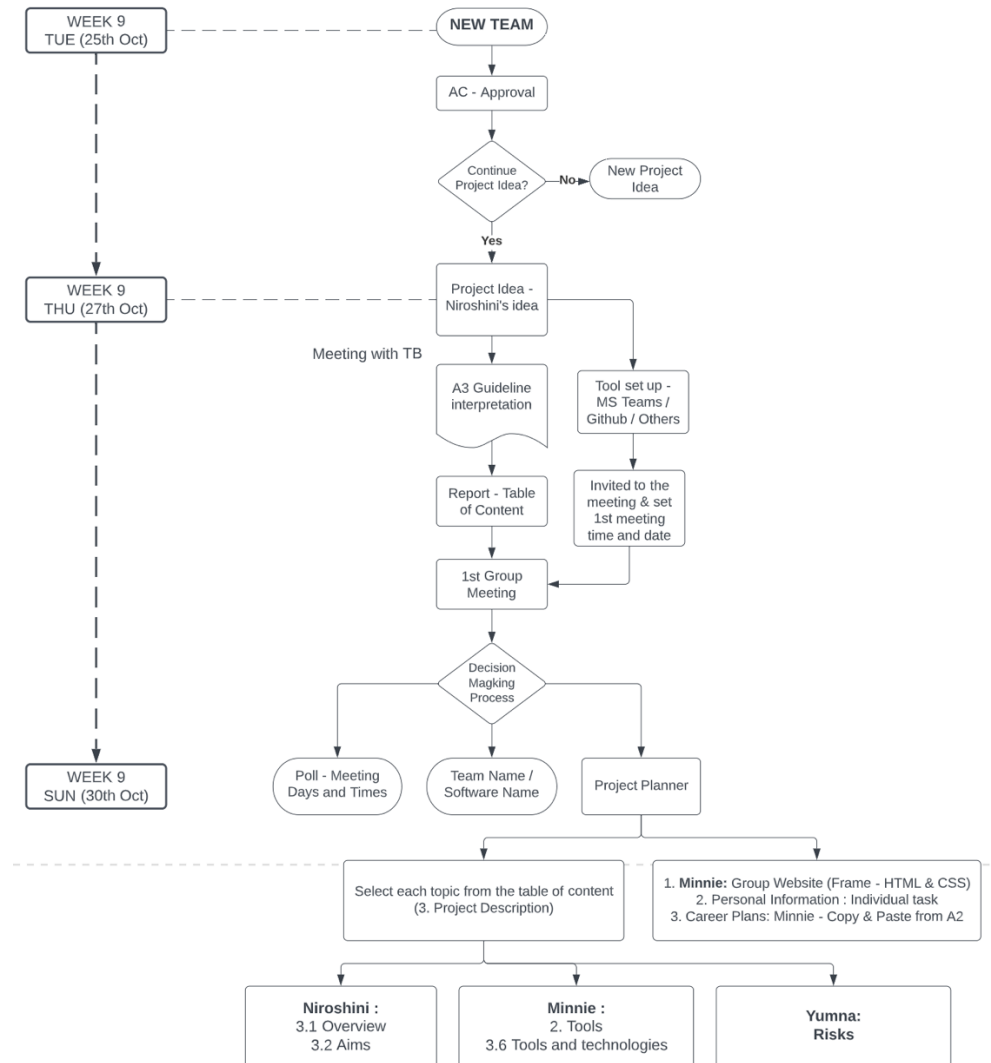
This assessment supports the Graduate Outcomes of Enabling Knowledge, Critical Analysis, Problem Solving, Communication and Team Work.

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

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 th Oct Sun	TIME	9PM AEST
OBJECTIVES	Decision making and delegating tasks		