MEETING MINUTES

MEETING INFOMATION

MEETING NAME	7th Meeting		
DATE OF MEETING	16th 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

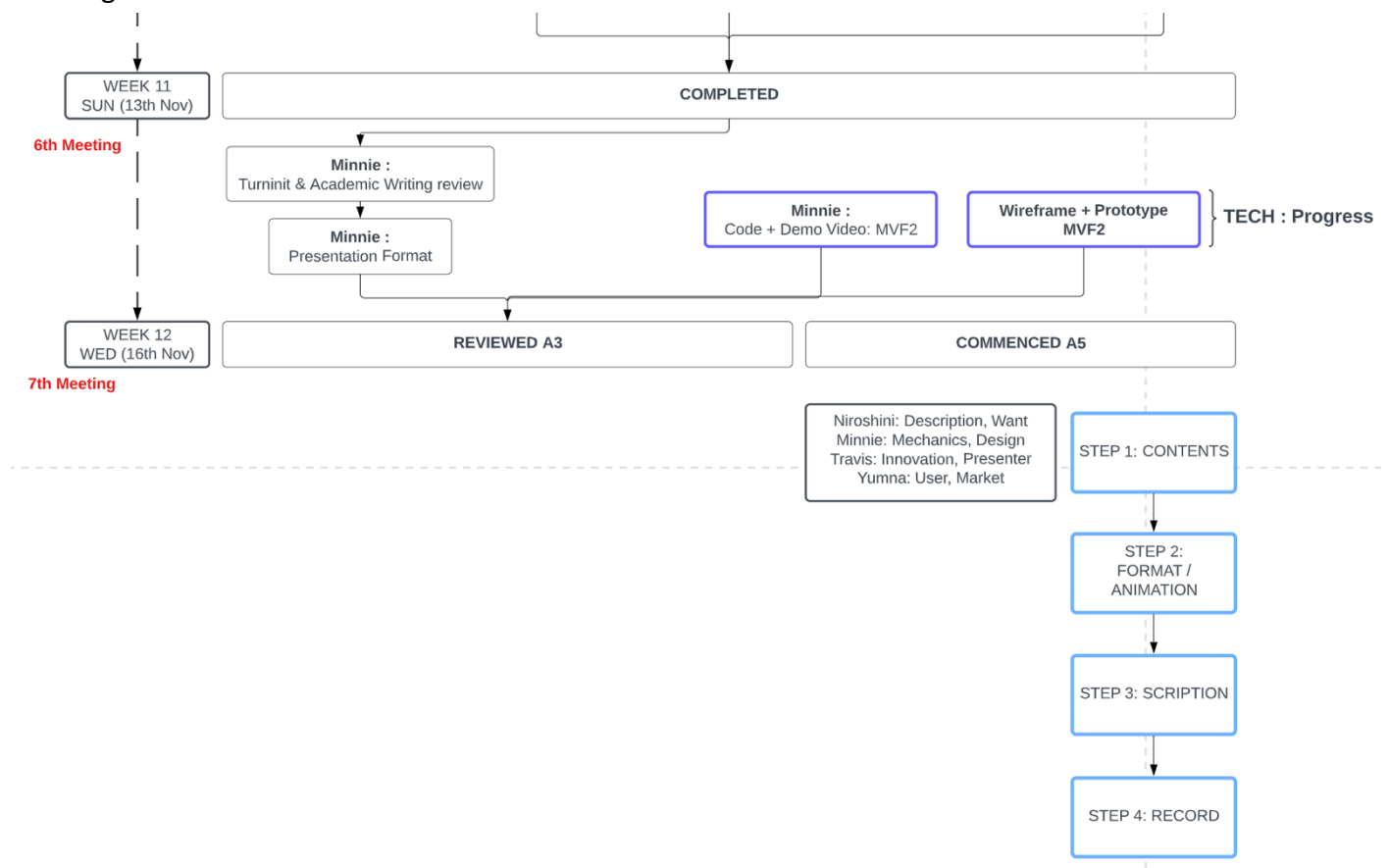| ITEMS	ALLOCATED TO	PROGRESS
Reports ➤ Checked by Smarthinking		Completed
Contribution Form ➤ Please sign if you are happy with the contribution fraction		25% completed
Documents ➤ PDF		Progress

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	

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

		Before next meeting
Assessment details **Purpose** 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. **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.**		

NOTES

Due to other commitment, we rescheduled from 15h to 16th. Discussed on the MS Teams chat.
100% agreed to reschedule

NEXT MEETING

DATE	20th Nov 2022 Sunday	TIME	9 PM AEST
OBJECTIVES			

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