# Meeting Agenda

# 25/10/2021

Attendees:

* Colin Stock: s3922272
* Gesina Sands: s3921234
* Liane Wong: s3923671
* Michail Christofis: s3923089
* Samuel Saad: s3922640
* Tai Tran: s3918375

**Item 1 (10 minutes)**

* Tai Tran is joining us as such we will need to discuss which jobs he will be joining/ taking over
* Will need to do his part of team profile if not done
* Tools and Technology (everyone will be giving what they used and why they used it to Liane)
* Test as group
* Can take over time frame if he is happy to
* Can go through tasks and join a couple whoever needs help (maybe an all rounder role)

**Item 2 (5 minutes)**

* If we are making an investment pitch how are we monetising
  + subscription ?
  + upfront ?
  + Data ?

**Item 3 (5 minutes)**

* Files and Task Systems (lead by Liane)
  + Housekeeping Stuff

**Open Issues (20 minutes)**

* Has everyone **done** what we discussed in the last meeting
  + Everyone’s section of the profile
  + Colin (script draft)
* Moving forward when does everyone want the **deadlines** for everything done by
  + script, storyboard and putting it all together (Colin, Michail and Gesina) (Thursday)
  + Tools (will progress throughout projects duration)
  + Project Description (Colin) (draft by Thursday full copy by next Monday)
  + Aims (Samuel)
  + Plans and Progress (progress throughout the duration of assessment)
  + Roles (adapt and change throughout the project duration if we use)
  + Scope and Limits (Michail and Colin may be changed over time)(draft by Thursday)
  + Tools and Technology (will change and progress throughout the project duration)
  + As we test Gesina will write the results
  + Time frame (roughly done by end of this week then subject to change over time)
  + Risks (Liane and Gesina)
  + Group Processes (Michail)
  + Skills and Jobs (Samuel and Gesina)
* How exactly will we be making and testing artefacts

**Reviewing Tasks**

Minutes submitted by: Gesina Sands

Minutes approved by: