**Attendance:** Adam.W, Jacob.K, Jay.H, Patrick.M

**Absent:** Patrick.J

**Date/Time:** 2.30pm

* Teams group created by Adam.W
* Github site for collaboration created by Patrick.M
  + <https://github.com/Gitstar2020/ITT-G21-Assign2>
  + All attendees added as collaborators (Patrick.J to be added once we have Github ID)
  + Adam.W to create folder structure for each section of Assign2
* Team Profile:
  + Team Name – TBA (refer Teams discussion)
  + Each person to write a paragraph about themselves for personal info, Adam.W to compile.
  + Each person to upload personality test results:
    - [www.16personalities.com](http://www.16personalities.com)
    - Other?
  + Ideal Jobs

- Adam.W – Sys Admin

- Jay.H - Computer engineer, hardware design/electronics

- Jacob.K - Software dev, code

- Patrick.J - System analyst, data analyst - db

- Patrick.M - Proj Mgr, Sales

* Tools:
  + Canvas group created by Adam.W
  + Github site for collecting data - info, code, links, videos, examples, etc
  + Team Website (worth 5%) - Adam will handle, not priority, leave to the end
  + Team profile
  + Comment / reflect on group's work - to do at the end, review this on Friday.
* Industry Data
  + Adam has this covered
  + Burning Glass
  + 3rd point - all should do this, if you find your ideal job doesn't fair as well as other jobs
* IT Work
  + Patrick.M has this section covered.
* IT Technologies
  + Blockchain and cryptocurrencies – Adam.W
  + Robots – Patrick,J
  + Cybersecurity – Jay.H
  + Autonomous vehicles – Jacob.K (might change..)
* Project Ideas:
  + Pat.M's project concept
  + Team to review the project and familiarize – link on Teams
* Feedback
  + Everyone required to do this:
  + www.rmit.sparkplus.com.au
  + Sign in with RMIT student number
  + Do a Forgot Password
  + Assume Glen has visibility to each person's feedback?
* Group Reflection
  + Each person
  + Ask Glen how do we include minutes,etc in the final report, could be disorderly to include screen shots, etc.
  + Should we put links instead?
* Closing comments
  + Jay.H – feels confident to have his parts completed by Friday, if not Wed
  + Jacob.K – feels confident, working next Fri/Sat night
  + Adam.W – will try to have all done this week, working next Sat/Sun
* Notes on Final Document
  + Jay to compile into a single word doc on Saturday - Cover Page, ToC, etc
  + Team to review file on Sunday before final into PDF and submission via Canvas
* Next Meeting:
  + Wed 15th @ 8:00pm.
  + Patrick.M / Adam.W to get in touch Patrick.J and update.