

# RMIT Pseudo Boomers Meeting Agenda/ Minutes

**Date:** Oct 15, 2020    **Time:** 6.30 pm    **Location:** Teams Meeting Room

## Topic 1: Follow Up

- Discuss where we are at so far, and what sections are pending and need to be explored.
- Where is everyone located, and discuss commitments which could conflict with project commitments
- Availability of time to work on the project and plan a Schedule of Work
- Spark Feedback -inform all team members that they can now complete their Spark Feedback

## Topic 2: HTML website— ongoing

- Jake – create GitHub repository
- Sneha – create basic format of the website and transfer information from the Assignment 2 Draft.docx
- Jordan – once Sneha has finished creating the pages, she will save it onto teams and Jordan will do the final tidy up, check and upload/ push it through on GitHub.
- Change location details of the pics uploaded onto Teams when transferring onto GitHub

## Topic 3: Collaborate Pdf - complete by 19 October - Monday

- Jordan will collaborate all the data from minutes, and the various files and create the final pdf

## Topic 4: Group Reflections - complete by 19 October - Monday

- Jake – write up group reflections part
- Each team member writes up a couple of paragraphs for their individual reflection. Discuss what was learnt, areas of improvement, and what the team did well according to each person. Upload the information onto the word document in Teams under the file name Assignment 2 Draft.docx.

## Notes and Action Items

- Keep constant communication of progress through WhatsApp. No further formal meetings required.