RMIT Pseudo Boomers
Meeting Agenda/ Minutes

Date: Sep 27, 2020   **Time:** 6.30 pm   **Location:** Teams Meeting Room

Topic 1: Introduce Ourselves
- Discuss professional backgrounds
- 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

Topic 2: Team Profile – complete by next Tuesday
- Each team member to upload their own personal profile details on a word document created in Teams under the file name Individual Profiles.
- Upload personal profile pics under a folder created in Teams called Photos
- Each team member to use the information from the previous assignment one and condense the information into a couple of paragraphs

Topic 3: Ideal Jobs - complete by next Tuesday
- Each team member to upload their Ideal jobs details on a word document created in Teams under the file name Ideal Jobs
- Create a table to compare similarities and differences in desirable job roles
- Upload a screenshot of individual ideal jobs in a Teams' folder called Images.

Topic 4: Industry Data/ IT Technologies - complete by next Tuesday
- Assign a team member to collaborate data from the Industry - Murray
- Raj – Robots, and Machine Learning for IT technologies section
- Sneha – work on Cyber Security for IT technologies section
- Ben – work on Cloud, Service and Server-Based Computing for IT technologies.
- Make sure that there is a minimum of 2 references per section.

Notes and Action Items
- Next meeting scheduled on 1 October,2020 6.30pm
- Follow up on the status of completion of the assigned tasks next week.
- Finalise who's doing what sections by next Wednesday