Team Alpha Meeting Agenda

date	Topic	outcome
24/09 /2022	• Assignment overview • Cody-Project idea &Roles • Jing-Production schedule • Anna-Team Name and Collaborative Gdocs and Github setup • Daniel-Personal Profile	Overview Assignment Decide use Cody's project idea
27/09 /2022	• Anna-Team Name and Collaborative Gdocs and Github setup • Jing-schedule • Madhur-Assign tasks	Team name: Team Alpha Only use Msteam Github setup: Jing Li https://github.com/Jingli-123/teamalpha Do personal information and build a personal website and push to Github, done by 1/10/2022
01/10 /2022	1. Opening Chair 2. Confirmation of the previous meeting's minutes Chair 3. Matters arising from the previous meeting Chair 4. Business Item 1 Tools (Website, GitHub) 5. Business Item 2 IT Interview decide when to start the interview or watch youtube videos 6. Business Item 3 IT Work 7. Business Item 4 Industry Data X. Closure and details of the next meeting D Newcombe S3971033@student.rmit.edu.au 01 Oct 22	Apologies: Nil ITEM 1: OPENING 1. Opening of the meeting and introductory remarks by the chairperson, 2. Confirmed how the meeting would work, ITEM 2: CONFIRMATION OF THE PREVIOUS MEETING'S MINUTES 3. Discussed points from last meeting, Team profile, Individual tests and the schedule of work. ITEM 3: MATTERS ARISING 4. Nil ITEM 4: BUSINESS ITEM 1—TOOLS 5. Website creation, 6. Madhur was going to be the main contributor to the making of the main webpage with each individual working on their bespoke website. 7. Madhur was going to provide a few templates in OneNote for each team member to use. 8. Main work of website construction was going to be done 5 days before assignment is due. ITEM 5: BUSINESS ITEM 2—INTERVIEW 8. Interview, 9. The interview is going to take place using Anna's father (Data Analyst) and Madhur friend (IT Financial Manager) 10. The decision to have Jing, Anna, and Madhur conduct a face to face interview with the rest of the team to join by MS teams, calendar to be updates when dates confirmed by Anna and Madhur. Closure. Business Items 3, 4 where moved to the next meeting for a more in depth discussion. Name

		Daniel Newcombe Chairperson 01 Oct 22
03/10/2022	AGENDA FOR THE FOURTH MEETING OF THE TEAM ALPHA TO BE HELD ON MSTEAMS AT 1900, ON 03 OCTOBER 2022 1. Opening 2. Confirmation of the previous meeting's minutes 3. Matters arising from the previous meeting 4. Business Item 1 Confirmation on IT interviews; What questions do we ask, when are the IT professionals free, etc 5. Business Item 2 Industry Data; 6. Business Item 3 IT Technologies; What areas are we covering and who's doing what 7. Business Item 4 X. Closure and details of the next meeting A Liu s3965243@student.rmit.edu.au 01 Oct 22	MINUTES OF THE MEETING 4 OF TEAM ALPHA, ON MSTEAMS, ON 03 OCT 22 Attendees: Apologies: Nil ITEM 1: OPENING 1. 2. ITEM 2: CONFIRMATION OF THE PREVIOUS MEETING'S MINUTES 3. ITEM 3: MATTERS ARISING 4. Nil ITEM 4: BUSINESS ITEM 1— 5. Preferably do the interview on weekends after 12 pm 6. 7. 8. ITEM 5: BUSINESS ITEM 2— 8. Anna will format the Industry Data questions and then everyone's answer to the question should be written in the appropriate place 9. We will aim to get the IT Technologies section done before the next meeting 10. Closure. Name Anna Liu Chairperson 03 Oct 22

11/10/2022	Open
	
	Apologies – Daniel and Muhammad (Mark scheduled the meeting on Tuesday instead of Monday)
	
	Confirmation of previous minutes - tick
	
	Topic 1: Firm up arrangements for our IT interview(s)
	Schedule
	List of questions
	Topic 1: Industry data
	Progress
	Topic 2: IT tech 1200 words
	Confirmation of tasks
	Progress reports
	Topic 3: Project selection
	Thoughts and processes for selection (not to actually select today)
		Minutes/Outcomes/Things to be done before the next meeting
		        -Thanks to Anna & Manu for setting up the IT person interviews, everyone agreed it went well with good presenters and good questions from the group
		
		        -Finish IT Technologies (1200 words) before Saturday
		
		-Answer the questions in Industry Data. Small warning from Mark, maybe a bit harder than it looks if your ideal job doesn't fit neatly into the Job categories..
		
		        -Anna + Manu: Come up with the design for the website template. Manu to advise gitHub link.
		
		        -The project idea to use was decided to be Cody's ie Find a Roomy

	Topic 4: Other Business	-Anna wrote up the group response (comparisons) for Ideal Jobs. Link: https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3221157_student_rmit_edu_au/EerBfOkrzGFlnHOmRf_AKqcB9nnDyN7GuMml3x1wBWrX8w Mark McMillan s3965243@student.rmit.edu.au 08 Oct 22
17/10/2022	Chair: Mark McMillan Preamble: We have now been assigned all the tasks necessary to complete the assignment, so this is more of a progress meeting and problems/issues check Topic 1: Is IT tech all ok? Topic 2: Project expansion - 300 words Topic 3: Website. Anna and Manu are refining the look and feel Everyone to contribute their content Topic 4: Industry data Topic 5: Group reflection and contribution Other business	1/ The IT tech pieces seem ok. Sometimes it is a bit hard to convert from word to oneNote, some unpredictable formatting occurs. 2/ There is a bit of work to deliver for the project. We only have a summary of the project to work with at the moment. 3/ Website build continuing, Manu is mainly coordinating that. 4/ Industry data. Jing has finished her contribution, the rest of the team is yet to complete. 5/ Reflection and contributions. We are getting to that.. Major focus's: Manu to complete personality test contribution Fleshing out the project idea pieces Mark to work on an indicative design (and tools needed) All, complete Industry data & reflections Completing all the contributions ready for publishing (pdf & html) Assist in website where we can Next meeting: Thu 20/10/2022 @ 7:30pm, Chair Manu

20/10 /2022	Chair: Madhur Kamboj
	Meeting Agenda
	
	Preamble:
	
	Topic 1: What needs urgent attention? (Chair will speak for 5 mins)
	Topic 2: Asking the overseer what needs to be done? (Anna will speak for 5 mins.)
	Topic 3: Any Pressing concerns?(Will go around the room 2 mins for each member)
	Topic 4: Discussion on Project Idea – 5 mins
	Topic 5: Outcomes/Things to be done before the next meeting – 5 mins
		THINGS NEEDS TO BE DONE BEFORE NEXT MEETING
		MARK –
		      1. EXPAND SECTION IN PROJECT IDEA
		      2. INDUSTRY DATA
		      3. HEADINGS IN ACHIEVEMENT SECTION
		      4. LINK TO THEIR OWN WEBSITE
		ANNA-
		      1. PROFF READING
		      2. WEBSITE SECTION
		      3. LINK TO THEIR OWN WEBSITE
		      4. REPORT
		MUHAMMAD
		      1. INDUSTRY DATA
		      2. PROJECT IDEA
		      3. WEBSITE PAGE
		JING
		      1. REPORTS
		      2. WEBSITE AGENDA
		MADHUR KAMBOJ
		      1. EXPAND ON OUTCOME IN PROJECT IDEA
		      2. FINISH THE WEBSITE(PUT SUMMARY IN THE INTERVIEW SECTION)