# Introduction to Information technology

# RMIT|ASSIGNMENT2|TEAM PROFILE

**RMIT**
**UNIVERSITY**

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TEAM ALPHA

| date | Topic | outcome |
|------|-------|---------|
| 1st Meeting 24/09/2022 | • Assignment overview<br>• Cody-Project idea &Roles<br>• Jing-Production schedule<br>• Anna-Team Name and Collaborative Gdocs and Github setup<br>• Daniel-Personal Profile<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3aa2H-_ueBq0nkYfs4jsf7DT9TAiFozpQZmp_CW3QVbGM1%40thread.tacv2/1663899734200?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%226981b8e1-edc6-4de6-97b6-59496c27b67f%22%7d | Overview Assignment<br>Decide use Cody's project idea<br><br>Meeting link:<br>https://www.youtube.com/watch?v=fECdLun8OZA |
| 2nd Meeting 27/09/2022 | • Anna-Team Name and Collaborative Gdocs and Github setup<br>• Jing-schedule<br>• Madhur-Assign tasks<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDc3MmRhNGYtNTE2Zi00ZTJkLThmZWEtMTNmZmEyOTViOTQ3%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%22a59771d3-3559-4248-92af-b55c0ce6da34%22%7d | Team name: Team Alpha<br>Only use Msteam<br>Github setup: Jing Li<br>https://github.com/Jingli-123/teamalpha<br>Do personal information and build a personal website and push to Github, done by 1/10/2022<br>Meeting link:<br>https://www.youtube.com/watch?v=sAlAtgOzx90 |
| 3rd Meeting 01/10/2022 | 1. Opening<br>Chair<br>2. Confirmation of the previous meeting's minutes<br>Chair<br>3. Matters arising from the previous meeting<br>Chair<br>4. Business Item 1 Tools (Website, GitHub)<br>5. Business Item 2 IT Interview decide when to start the interview or watch youtube videos<br>6. Business Item 3 IT Work<br>7. Business Item 4 Industry Data<br>X. Closure and details of the next meeting<br>D Newcombe<br><br>S3971033@student.rmit.edu.au | Apologies:<br>Nil<br>ITEM 1: OPENING<br>1. Opening of the meeting and introductory remarks by the chairperson,<br>2. Confirmed how the meeting would work,<br>ITEM 2: CONFIRMATION OF THE PREVIOUS MEETING'S MINUTES<br>3. Discussed points from last meeting, Team profile, Individual tests and the schedule of work.<br>ITEM 3: MATTERS ARISING<br>4. Nil<br>ITEM 4: BUSINESS ITEM 1—TOOLS<br>5. Website creation,<br>6. Madhur was going to be the main contributor to the making of the main webpage with each individual working on their bespoke website.<br>7. Madhur was going to provide a few templates in OneNote for each team member to use. |

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| | 01 Oct 22<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2QyZmY4ZWItNTgwYi00OTBlLTkwOTItN2EzZjlmNTY4NDlj%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%223adb4b1f-800b-4321-900e-f3a20cfd68a8%22%7d | 8.     Main work of website construction was going to be done 5 days before assignment is due.<br>ITEM 5: BUSINESS ITEM 2—INTERVIEW<br>8. Interview,<br>9.     The interview is going to take place using Anna's father (Data Analyst) and Madhur friend (IT Financial Manager)<br>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.<br>Closure. Business Items 3, 4 where moved to the next meeting for a more in depth discussion.<br>Name<br>Daniel Newcombe Chairperson<br>01 Oct 22<br>Meeting link:<br>https://www.youtube.com/watch?v=D0ubzLOLs2A |
| 4th Meeting 03/10/2022 | AGENDA FOR THE FOURTH MEETING OF THE TEAM ALPHA<br>TO BE HELD ON MSTEAMS<br>AT 1900, ON 03 OCTOBER 2022<br>1.     Opening<br>2.     Confirmation of the previous meeting's minutes<br>3.     Matters arising from the previous meeting<br>4.     Business Item 1  Confirmation on IT interviews; What questions do we ask, when are the IT professionals free, etc<br>5.     Business Item 2 Industry Data;<br>6.     Business Item 3  IT Technologies; What areas are we covering and who's doing what<br>7.   Business Item 4<br>X. Closure and details of the next meeting<br>A Liu<br>s3965243@student.rmit.edu.au<br>01 Oct 22<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmMxNWE2NmQtYjY2MS00ZjJiLTllYTgtZmMyZmIxNTFmY2Ni%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%22316d6865-880a-497e-8287-102af2512493%22%7d | MINUTES OF THE MEETING 4 OF TEAM ALPHA, ON MSTEAMS, ON 03 OCT 22<br>Attendees:<br><br>Apologies:<br>Nil<br>ITEM 1: OPENING<br>1.<br>2.<br>ITEM 2: CONFIRMATION OF THE PREVIOUS MEETING'S MINUTES<br>3.<br>ITEM 3: MATTERS ARISING<br>4. Nil<br>ITEM 4: BUSINESS ITEM 1—<br>5. Preferably do the interview on weekends after 12 pm<br>6.<br>7.<br>8.<br>ITEM 5: BUSINESS ITEM 2—<br>8.  Anna will format the Industry Data questions and then everyone's answer to the question should be written in the appropriate place<br>9.     We will aim to get the IT Technologies section done before the next meeting<br>10.<br>Closure.<br>Name<br>Anna Liu Chairperson<br>03 Oct 22<br>Meeting Link:<br>https://www.youtube.com/watch?v=nnQRnC-UXDQ |
| 5th Meeting 11/10/2022 | Open<br><br>Apologies – Daniel and Muhammad (Mark scheduled the meeting on Tuesday instead of Monday)<br><br>Confirmation of previous minutes - tick | Minutes/Outcomes/Things to be done before the next meeting<br>        -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<br><br>        -Finish IT Technologies (1200 words) before |

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| | Topic 1: Firm up arrangements for our IT interview(s)<br>Schedule<br>List of questions<br>Topic 1: Industry data<br>Progress<br>Topic 2: IT tech 1200 words<br>Confirmation of tasks<br>Progress reports<br>Topic 3: Project selection<br>Thoughts and processes for selection (not to actually select today)<br>Topic 4:<br>Other Business<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjMwNDUwZjctYjBjZC00YWViLWJjMTItYmM2NDk2MTg2NTk1%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%2255904f4a-4d68-4c22-a39c-5d8594369db9%22%7d | Saturday<br><br>-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..<br><br>-Anna + Manu: Come up with the design for the website template. Manu to advise gitHub link.<br><br>-The project idea to use was decided to be Cody's ie Find a Roomy<br><br>-Anna wrote up the group response (comparisons) for Ideal Jobs.<br><br>Link: https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3221157_student_rmit_edu_au/EerBfOkrzGFInHOmRf_AKqcB9nnDyN7GuMmI3x1wBWrX8w<br><br>Mark McMillan<br>s3965243@student.rmit.edu.au<br>08 Oct 22<br>Meeting Link:<br>https://www.youtube.com/watch?v=57-yunA7m38 |
| 6th Meeting 15/10/2022 | Anna Liu<br><br>(Short) Topic 1: Industry data<br><br>Progress<br><br>(Short) Topic 2: IT tech 1200 words<br>Progress reports<br><br>Topic 3: Project expansion<br><br>Topic 4: Group Reflection and contribution form<br><br>Topic 5: Website<br>MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2JhMDFkNmItYTRlMS00ZDdiLTlmMzYtOWE5ZjFkZDNhYTk4%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%22316d6865-880a-497e-8287-102af2512493%22%7d | Outcomes/Things to be done before the next meeting<br><br>-Everyone: Industry Data<br><br>-Manu: Raman intro, personality reflection<br><br>-Everyone: transfer the content to their own webpage<br><br>-Mark: Cut and paste the 1200 words<br><br>-Everyone: 300 words on project idea<br><br>-Anna: visual elements<br><br>-Anna: Mess with the style of website<br><br>-Everyone: Group Reflection (200 words)<br>Meeting Link:<br>https://www.youtube.com/watch?v=8sgHMVddCLg |
| 7th Meeting 17/10/2022 | Chair: Mark McMillan<br><br>Preamble:<br>We have now been assigned all the tasks necessary to complete the assignment, so this is more of a progress meeting and | 1/ The IT tech pieces seem ok. Sometimes it is a bit hard to convert from word to oneNote, some unpredictable formatting occurs.<br><br>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 |

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| | problems/issues check<br><br>Topic 1: Is IT tech all ok?<br><br>Topic 2: Project expansion - 300 words<br><br>Topic 3: Website.<br>Anna and Manu are refining the look and feel<br>Everyone to contribute their content<br><br>Topic 4: Industry data<br><br>Topic 5: Group reflection and contribution<br><br>Other business<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3aKaQKkW8V9rxXOLOWdizgQckg_wupldLFD9mjTHOvz9c1%40thread.tacv2/1665971522461?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%2255904f4a-4d68-4c22-a39c-5d8594369db9%22%7d | moment.<br><br>3/ Website build continuing, Manu is mainly coordinating that.<br><br>4/ Industry data. Jing has finished her contribution, the rest of the team is yet to complete.<br><br>5/ Reflection and contributions. We are getting to that..<br><br>Major focus's:<br><br>Manu to complete personality test contribution<br><br>Fleshing out the project idea pieces<br>Mark to work on an indicative design (and tools needed)<br><br>All, complete Industry data & reflections<br><br>Completing all the contributions ready for publishing (pdf & html)<br><br>Assist in website where we can<br><br>Next meeting: Thu 20/10/2022 @ 7:30pm, Chair Manu<br>Meeting Link:<br>https://www.youtube.com/watch?v=mAplFJ1OdVA |
| 8th Meeting 20/10/2022 | Chair: Madhur Kamboj        Meeting Agenda<br><br>Preamble:<br><br>Topic 1: What needs urgent attention? (Chair will speak for 5 mins)<br>Topic 2: Asking the overseer what needs to be done? ( Anna will speak for 5 mins.)<br>Topic 3:  Any Pressing concerns?( Will go around the room 2 mins for each member)<br>Topic 4: Discussion on Project Idea – 5 mins<br>Topic 5: Outcomes/Things to be done before the next meeting – 5 mins<br>• MS Teams Invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3aKaQKkW8V9rxXOLOWdizgQckg_wupldLFD9mjTHOvz9c1%40thread.tacv2/1666187635339?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%228c20e356-e3f5-4da5-b298-0d2184d1f9db%22%7d | THINGS NEEDS TO BE DONE BEFORE NEXT MEETING<br>MARK –<br>    1. EXPAND SECTION IN PROJECT IDEA<br>    2. INDUSTRY DATA<br>    3. HEADINGS IN ACHIEVEMENT SECTION<br>    4. LINK TO THEIR OWN WEBSITE<br>ANNA-<br>    1. PROFF READING<br>    2. WEBSITE SECTION<br>    3. LINK TO THEIR OWN WEBSITE<br>    4. REPORT<br>MUHAMMAD<br>    1. INDUSTRY DATA<br>    2. PROJECT IDEA<br>    3. WEBSITE PAGE<br>JING<br>    1. REPORTS<br>    2. WEBSITE AGENDA<br>MADHUR KAMBOJ<br>    1. EXPAND ON OUTCOME IN PROJECT IDEA<br>    2. FINISH THE WEBSITE( PUT SUMMARY IN THE INTERVIEW SECTION)<br>Meeting Link:<br>https://youtu.be/-hbuTIvqReY |
| 9th Meeting | **THINGS NEEDS TO BE DONE BEFORE NEXT MEETING**<br>**MARK –** | [8:44 pm] Anna Liu<br><br>Jing |

| 23/10/2022 | 1. EXPAND SECTION IN PROJECT IDEA<br>2. INDUSTRY DATA<br>3. HEADINGS IN ACHIEVEMENT SECTION<br>4. LINK TO THEIR OWN WEBSITE<br>**ANNA-**<br>1. PROFF READING<br>2. WEBSITE SECTION<br>3. LINK TO THEIR OWN WEBSITE<br>4. REPORT<br>**MUHAMMAD**<br>1. INDUSTRY DATA <mark>-Done</mark><br>2. PROJECT IDEA <mark>-Done</mark><br>3. WEBSITE PAGE<br>**JING**<br>1. REPORTS<br>2. WEBSITE AGENDA<br>**MADHUR KAMBOJ**<br>1. EXPAND ON OUTCOME IN PROJECT IDEA<mark>- Done</mark><br>2. FINISH THE WEBSITE( PUT SUMMARY IN THE INTERVIEW SECTION)<br>MS meeting invite link:<br>https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzBiZDMyMDYtYWU3Ni00MWY0LWJkYjAtYWU5OTM0NzM0OTc4%40thread.v2/0?context=%7b%22Tid%22%3a%22d1323671-cdbe-4417-b4d4-bdb24b51316b%22%2c%22Oid%22%3a%22b4293522-d1f2-468b-84bd-dc807cc4f6c8%22%7d | Add Recording link to MS Teams PDF<br><br>Add Agenda<br><br>Name it Group6-MS.PDF<br><br>Send it to chat<br><br><br>Manu<br><br>Add Personality profile and website link<br><br>Fix team profile<br><br>Reset CSS<br><br>Make pages more consistent<br><br>Project Idea nav tab replacement (I have uploaded it, but for some reason I forgot to change it. It's called projectidea.html)<br><br><br>Anna<br><br>Fix PDF Table of Contents<br><br>Last editing Sessions<br><br><br>Next meeting is Tuesday 25/10/2022 8pm Chaired by Anna<br><br>Meeting Link:<br><br>https://youtu.be/qj6TBO-12vI |