# MS Teams Info

**MS Teams Link:**

https://teams.microsoft.com/l/channel/19%3aNQ8MTVyeNs5T9S6SUFQx4oc49LIjDsB6ASDpmwdKbsI1%40thread.tacv2/General?groupId=a92e7889-ccf9-4855-923d-6100571277b3&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b

**Meetings:**

21/12/21 | Recording | Minutes

30/12/21 | Agenda | Recording | Minutes

04/01/22 | Agenda | Recording | Minutes

07/01/22 | Agenda | Recording | Minutes

11/01/22 | Agenda | Recording | Minutes

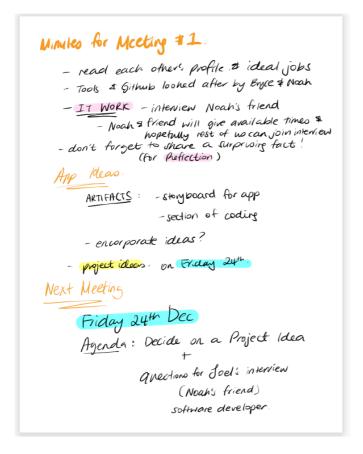14/01/22 | Agenda | Recording | Minutes

**21 December 2021**

**10:00PM**

**Video Recording Link:**

**https://rmiteduau.sharepoint.com/:v:/s/demo334/ETzn3Zajnd9FkwvO2k7yH6wB4jIg7eNWCtmMI
5bXUDmsgA?e=SP7gFC**

**Meeting Minutes:**

## Minutes for Meeting #1.

- read each other's profile & ideal jobs
- Tools & Github looked after by Bryce & Noah
- IT WORK - interview Noah's friend
    - Noah & friend will give available times & hopefully rest of us can join interview
- don't forget to share a surprising fact! (for Reflection)

### App Ideas:

ARTIFACTS: - storyboard for app
- section of coding

- encorporate ideas?

- project ideas. on Friday 24th.

### Next Meeting

Friday 24th Dec

Agenda: Decide on a Project Idea
+
Questions for Joel's interview
(Noah's friend)
software developer.

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Tasks till next week
① IT Technologies (1200 word essay each)
due by 30/31st Dec

Bryce: Cybersecurity
Daniel: Machine Learning
Noah: Blockchain & Cryptocurrencies
Hannah: Autonomous Vehicle

### Team Profile

Team Name: The Internet Explorers.
Individual Profile — simplify.
Team Profile: individually write reflection

### Ideal Job & Industry Data. (maybe?)

- ask Anthony on Thursday for clarification
- personal reflection

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**30 December 2021**

**01:00 PM**

**Video Recording Link:**

**https://rmiteduau-
my.sharepoint.com/:v:/g/personal/s3932976_student_rmit_edu_au/ERm6ezTNKl1IuCOYcnXgInQ
BtscQnn2-0V39JsdAP0nNag?e=PENNuo**

**Meeting Agenda:**

Title of meeting: Progress check and setting up the interview with Joel
Date and time of meeting: 24/12/2021 time TBA
Chaired by: Daniel Coles
Attendees: Daniel Coles, Bryce McKerlie, Noah Etherington, Hannah Son, Rhiannon

**Meeting goal:**
- Prepare for interview with Joel
- Finalise a *Project Idea*
- Assess progress of *IT Technologies*
- Assess progress of Github repository

**Agenda Item 1: *IT Work***
> Time: 10-15 minutes
> Purpose: Finalise the *IT Work* section interview.
> Leader: Noah
>
> a. Finalise a series of question for Joel ensuring they meet all the requirements as per the rubric
> b. Discuss interview time to 4ensure most group members are present

**Agenda Item 2: Finalise *Project Idea***
> Time: 10 – 15 minutes
> Purpose: To land on a project Idea as a group, to set deadline for description section as per rubric
> Leader: TBA
>
> a. Pick an idea
> b. Segment the writing into section (can use assignment one for this) assign sections to group members
> c. Decide on a deadline

**Agenda Item 3: assess progress on *IT Technologies***
> Time: 5 minutes
> Purpose: see where we are at for this section
> Leader: TBA
>
> a. where are we up to
> b. any issues?

**Agenda Item 4: assess progress on group profile and github**
> Time: 5 minutes
> Purpose: see where we are up to regarding these tasks
> Leader: TBA
>
> a. where are we up to?
> b. any issues?

**Agenda Item 5: set date and time for next meeting**
> Time: 5 minutes
> Purpose: set a date and time for next meeting

Leader: TBA

- Check when everyone is available for next meeting
- Finalise a date and time for next meeting

**5. End of meeting review**
Time: 5 minutes
Purpose: try to improve on our meeting each week
Leader: TBA

a. What did we do well in this meeting?
b. What needs improving for our next meeting?

**Meeting Minutes:**

## PROGRESS

🟦 important dates
🟨 to-do's

- prepare Interview
    Interview Date/Time:
        Wed 5th/Jan 6pm
    - think about extra questions before meeting on 4th
        Q: About side project
    - 30 min interview
- Finalise Project Idea
    3D Map idea w/ topography
        - toggle machine
        - safety feature
    GPS app
        - long distance travel
        - no reception       } some ideas
    Offline Ping System ?

    Report:
        - break down the report with word count & assign
          to each person

- Assess progress of IT Technologies
    - Upload to chat for proofread
    Deadline : 31st / Dec.
        - upload to Github

- Group Profile for GitHub
    - leave a trail of progress
    - Please accept invite
- Group Profile
    - tables & summary completed
    Individually Provide Condensed Profile Paragraph
        (150 - 300 words)
        - please upload to Github
- Assign Works
    Industry Data
        - Rhiannon
        - individually write up if our ideal jobs
          have changed.

Next Meeting
    Tuesday Jan 4th 4:30pm/5pm
    Chair: Noah
    Agenda: Finalise questions for interview

Suggestions
    - jump on 5 mins before to have a chat before
      starting to record

**04 January 2022**

**4:30 PM**

**Video Recording Link:**

**https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3932976_student_rmit_edu_au/EVg38TVFKdpNrvbap9kAHaUBaJpdYti_xaOQp3Pt2r0_LQ?e=9cd2Mx**

**Meeting Agenda:**

Title of meeting: Progress check, deciding Project idea, and assigning tasks
Date and time of meeting: 04/01/2022 time 16:30
Chaired by: Daniel Coles
Attendees: Daniel Coles, Bryce McKerlie, Noah Etherington, Hannah Son, Rhiannon

**Meeting goal:**
- *Assess progress of Industry Data and everyone's input*
- *Discuss contributions to assignment*
- *Discuss IT professional interview*
- *Finalise a Project Idea*
- *Assign sections to group members*
- *Decide on next meeting date/time*

**Agenda Item 1:** *Assess progress of Industry Data and Personal Information sections*
Time: 5 minutes
Purpose: Finalise the Personal Information and Industry Data sections
Leader: TBA

a. See if everyone has completed their personal information paragraph
b. Check if everyone has finished their "Burning Glass" data section or how far away they are
c. Set due date if either of these are incomplete

**Agenda Item 2:** *Discuss contributions to assignment*
Time: 5 minutes
Purpose: Discuss everyone's current contributions and predict final tally
Leader: Bryce

a. Let everyone know their current contributions
b. Predict what can be done for everyone to have equal contributions at end of assessment
c. Check if everyone agrees, if someone disagrees, discuss and come up with solution

**Agenda Item 3:** *Discuss IT professional interview*
Time: 5 minutes
Purpose: Discuss who is attending interview and questions that will be asked
Leader: TBA

a. Find out who will be attending the interview
b. Decide who will be responsible for recording interview and making sure transcripts are recorded, and who will be responsible for asking which questions
c. Make sure everyone is on the same page with the questions being asked

**Agenda Item 4:** *Finalise Project Idea*
       Time: 10 minutes
       Purpose: To land on a project Idea as a group and distribute sections
       Leader: TBA

       a. Decide on Project Idea, either a new idea or one of our existing ones
       b. Distribute sections of project idea to everyone
       c. Explain description section, everyone to do 300 words on 1-2 features each, to total 1500 words.

**Agenda Item 5:** *Assign any unfinished sections of report*
       Time: 5 minutes
       Purpose: Assign remaining unfinished sections to group members
       Leader: TBA

       a. See if Rhiannon is willing to do Ideal Jobs section to equal out contributions
       b. If Rhiannon isn't comfortable, assign to a different group member
       c. Assign any remaining sections

**Agenda Item 6:** set date and time for next meeting
       Time: 5 minutes
       Purpose: set a date and time for next meeting
       Leader: TBA

- Check when everyone is available for next meeting
- Finalise a date and time for next meeting

**7. End of meeting review**
       Time: 5 minutes
       Purpose: try to improve on our meeting each week
       Leader: TBA

a. What did we do well in this meeting?
b. What needs improving for our next meeting?

**Meeting Minutes:**



**Meeting #3**

To do's
Important Dates

AGENDA 1: Industry Data
Industry Data Completed!! ✓
Ideal job paragraph to be completed by Friday 7th Jan
Group's ideal job to be completed by Rhiannon

AGENDA 2: Contribution
Next Chair: Rhiannon
Agenda Writer: Daniel
Minutes: Hannah

AGENDA 3: Interview Professional
- relaxed setting
- questions sent ✓
    - split questions so everyone is involved
Wednesday 6pm 5/Jan

AGENDA 4: Project Idea
- compile list of ideas
- stimulate ideas
    - what problems should be solved?
Due: Friday 7 Jan

AGENDA 5: Remaining Work
- Interview
    ↳ transcript & recording
- group reflection
- sparkplus: open after submission
- website

Next Meeting
FRIDAY 7 JAN 4PM

**07 January 2022**

**4:00 PM**

**Video Recording Link:**

**https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3932976_student_rmit_edu_au/EXHLZhWX0wFMuBRc7IdochkBNo9dvj3fdCgKl7ddi3IatQ?e=1DsyAn**

**Meeting Agenda:**

Title of meeting: Project Idea
Date and time of meeting: 07/01/2022 time 16:00
Chaired by: Rhiannon
Attendees: Daniel Coles, Bryce McKerlie, Noah Etherington, Hannah Son, Rhiannon

**Meeting goal:**

- **1**
- **2**
- **3**

**Agenda Item 1:** Project Idea
        Time: 20 minutes
        Purpose: Discuss ideas and pick one
        Leader: TBA

        a. everyone presents their ideas, discuss, and pick one
        b. talk about that idea in more depth
        c. assign sections of description for each person to write about

**Agenda Item 2:** Post interview check-up
        Time: 5 minutes
        Purpose: Discuss turning the interview into assignment appropriate format
        Leader: TBA

        a. what needs to be done here
        b. who will do it

**Agenda Item 3:** Discuss any outstanding work to be done for the assignment
        Time: 5 minutes
        Purpose: to make sure we are across the remaining workload
        Leader:

        a. Ideal Jobs section progress
        b. Burning glass data progress
        c. Any remaining sections to do

**End of meeting review**
        Time: 5 minutes
        Purpose: try to improve on our meeting each week
        Leader: TBA

a. What did we do well in this meeting?
b. What needs improving for our next meeting?

**Meeting Minutes:**

# Meeting #4

## Agenda 1  Projects Idea

Bryce's idea. — Fitness App (Home Gym ?)
Assign sections for the description

— research market & different apps

e.g. Strava

→ log your run

→ share with friends.

1. Affordable
2. User friendly interface with easy-to-follow buttons/instructions etc
3. Workout interface will display the exercise with a step-by-step gif image with text saying the exercise name. Will also include what number exercise you are doing (i.e., 1/9 exercises), overall workout timer, current exercise timer, max reps to complete (i.e., 20 reps until next exercise), will also include a "pause" button and a "next" exercise button which changes to "complete" at the end. — **Daniel**
4. Social media account linking to share workouts
5. Options to change app themes, notification settings, sound and external music player settings, workout intensity (beginner, easy, medium, hard) — **Rhiannon**
6. Notifications to remind you to workout with inspirational/motivational quotes
7. Autosave function when completing workouts, Sign in with cloud storage to backup and restore data — **Hannah**
8. Forums /discussion section on main page to talk with others using the app
9. Step-by-step video tutorials with simple written instructions
10. Includes a variety of different pre-set workout routines which can be customised
11. Ability to create your own workout routine from scratch — **Noah**
12. Function to choose if kids will be joining the workout (if yes, workouts will be tailored to be child-friendly)
13. Page to view workout history with graph that plots date, length of workout, intensity etc.
14. Incorporated function to use Spotify or other music apps in background that dim the music level when app talks/has sound output. — **Bryce**

Deadline : Tuesday 11th Jan 22

## Next Meeting Times:

Tuesday 11th Jan 22 4pm

Friday 14th Jan 22 1pm

## Agenda 2   Past Interview

## Agenda 3   Remainder Work

a) Burning Glass

b) Project Idea

c) Reflection — surprising fact ⟹ working as a group
                 80 words          NOT individual fun fact.

d) Git Trail — 200 commits ✓

e) Tools Paragraph Complete! ✓

f) Website looking good.

**11 January 2022**

**4:00 PM**

**Video Recording Link:**

**https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3932976_student_rmit_edu_au/EXzDi6TxUHNHu-d-cuXmQYcBzq3iBz6HEr-H7C8Y9HdL8A?e=sofc7g**

**Meeting Agenda:**

Title of meeting: Project Update
Date and time of meeting: 11/01/2022 time 16:00
Chaired by: Daniel
Attendees: Daniel Coles, Bryce McKerlie, Noah Etherington, Hannah Son, Rhiannon Lloyd

**Meeting goal:**

- **1**
- **2**
- **3**

**Agenda Item 1:** Project Update
Time: 15 minutes
Purpose: Update on progress of Project idea
Leader: TBA

a. Discuss progress
b. Work yet to be done

**Agenda Item 2:** Assignment update
Time: 5 minutes
Purpose: Update on progress of assignment
Leader: TBA

a. Discuss any outstanding work
b. SparkPLUS update (RL) per Thomas's class Monday

**Agenda Item 3:** Discuss next meeting
Time: 5 minutes
Purpose: Plan final meeting
Leader:

a. Anything to be tabled for final meeting

**End of meeting review**
Time: 5 minutes
Purpose: try to improve on our meeting each week
Leader: TBA

a. What did we do well in this meeting?
b. What needs improving for our next meeting?

**Meeting Minutes:**

# MEETING #5

## AGENDA 1 Project Update

Daniel : completed
- listed features
- looked at other apps & their features
- screens to show up

Bryce : completed
- list functions & how it appears

Rhiannon : TBC
- options about how much to dim, etc.

Noah : TBC

Hannah : TBC

## AGENDA 2 ASSIGNMENT UPDATE

Reflection : Noah to complete

Project Idea : Overview & Tools/Technologies
& Skills & Outcome
to be completed

- Maybe ask a PT ?

Overview : Noah
Outcome : Hannah
Tools & Tech : Daniel
Skills : Rhiannon
Motivation : Bryce (completed)
150 ~ 200 words.

## Next Meeting :

Friday 14 Jan 22 1pm
CHAIR : Noah
AGENDA : Daniel

## SPARKPLUS

- email sent out to everyone
- when logging in the 'S' will automatically
be capitalized so change it to lowercase

DUE DATE : 21st FRIDAY 22

**14 January 2022**

**4:30 PM**

**Video Recording Link:**

**https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3932976_student_rmit_edu_au/ETGANPcO4MtJmq4mkg3Hm ZAB43GFie5oh0E1N_voYQivmw?e=ZFOQaI**

**Meeting Agenda:**

Title of meeting:
Date and time of meeting: 14/01/2022 time 16:30
Chaired by: Noah
Attendees: Daniel Coles, Bryce McKerlie, Noah Etherington, Hannah Son, Rhiannon Lloyd

**Meeting goal:**

1. **Identify loose ends**

**Agenda Item 1:** Flesh out Project Idea Sections
Time: 5
Purpose: See where we are up to
Leader: tba

**Agenda Item 2:** Can the markers access all our content?
Time: 5
Purpose: Make sure all our work is accessible to markers
Leader: tba

**Agenda Item 3:** Loose Ends
Time: 15
Purpose: figure out exactly what is left to do and allocate work
Leader: tba

a. What is left?
b. Who can help

**Agenda Item 4:** Review the submission
Time: rest of meeting
Purpose: Go over the final product
Leader: tba

**Agenda Item 5:** This is just an idea but maybe schedule a chat session for submission so we can go over it all one final time before submitting and then submit it together?

**Meeting Minutes:**

# MEETING #6

## AGENDA 1 : PROJECT IDEA

CONPLETE !!

## AGENDA 2 : LINKS ?

- change access from private → public

NOAH to do.

## AGENDA 3 : LOOSE ENDS

- put info in the report & add to GitHub.

CHECK WEBSITE

DUE DATE : SATURDAY 15 JAN 21

→ please confirm you're happy with it !

## GETTING PREPARED FOR A3

→ look through tools & videos
    ↳ under Tools section in the report.
Android Studio