Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 6

## Meeting Details

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| Date: | 02/10/2023 |
| Venue: | RMIT Building 14.10.31 |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Antonio Giannakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447)  Alessio (Supervisor) |
| Apologies: | N/A |

## Information / Decisions

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| No. | Item |
| 1 | Tanya discussed with group changes she has made to organise the GitHub Project board |
| 2 | Group discussed remaining tasks left to complete as well as go through all documentation required for the final Milestone submission |
| 3 | Discussed with tutor our current progress:   * Working application, few last features need to be implemented and tests too * No blockers |
| 4 | Q&A regarding the presentation (next week):   * When does the PowerPoint need to be submitted? **By 13/10/2023** * Does it need to be emailed to the tutor before the presentation? **Yes, Monday midday before presentation** * Discussed presentation expectation |
| 5 | Milestone 3 Submission clarification:   * Rubric asks for evidence of group communication, is meeting minutes not enough? **No, gather evidence from meeting channel and compile into a document, then describe if it was good for communication or not** * Deploying to AWS would be a HD mark |

## Action Items

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| No. | Item | Who | By |
| 1 | Implement all features and be done w/ bulk of code by Thursday | Everyone | 05/10/2023 |
| 2 | Start drafting presentation PowerPoint | Everyone | 06/10/2023 |
| 3 | Work through documentation requirements | Everyone | 08/10/2023 |