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| Dualcab  Team meeting |
| Agenda: |
| January 2023  Authored by: Lachlan Neilsen |

Aims of meeting:

* Discuss some tasks, and generate lists of ideas for content
* Discuss individual tasks (i.e. need to be completed by each group member)
* Determine approach to assignment of jobs: maybe we release sets of jobs in consecutive waves?
* Lock-in approach to A5
* Note: we will need to follow the assessment 3 & 5 PDF documents while discussing

Individual components:

1. Reflection: These should all be completed at the start of the final week before submission
2. Project: What interests/passions/skills made you want to develop the quote calculator?
3. Project: How might developing this project enhance your career

Hours spreadsheet:

* + Discuss hours and how we will assign work among the group
  + Important to consider overheads (i.e. using github, dealing with bugs, windows updates, etc.)
  + We should try to readjust targets as we go

General from A3-A5\_todo.txt:

* + Team profile: group processes: discuss a few points as a group
  + Project: roles: discuss our approach. Will we use suggested workflow?
  + Skills & jobs: what 4 roles would hire, and why
  + We will look over the .txt document as a group and discuss general workflow of A3 and A5.

Project:

* + Aims (as per assignment PDF): discuss and generate ideas
  + Scope and limits: discuss and generate ideas