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| Dualcab  Team meeting |
| Minutes: |
| 17 FEBRUARY 2023  Authored by: Christopher Box |

Group reflection:

Because of A2 we foresaw issues and mitigated them – document control and time required – allocation of tasks so we could track progress – align group member contributions by being able to see how many hours we were each doing. Streamlined processes – not everything on GitHub instead we are using shared working document on Teams for visibility.

Do better – more open dialogue and communication to minimise conflicts / external factors affecting assignment.

Need to have one thing that surprised each team member again, need to request Ida and Lachie contribute this on the working document.

Action Items:

Chris to Email Umera tonight to clarify A5 ideas – PowerPoint presentation or not?

Chris to check with Lachie about whether he can contribute any more toward A5 or if he has any ideas he’d like to contribute, and whether we might be able to use his skills with the website (at least the template pages).

Chris to ask Lachie if he can provide the links for the MS Teams recordings for the MS-teams submission document. Alex happy to help compose the document. Chris to copy last submission and place in Teams so it can be used as a template to collaboratively work on for A3.

All team - Some double handling of work as not all team members have been using the tracking spreadsheet. Team needs to have better communication this week to get everything done with minimal rework. Team to communicate actively on Teams especially when jumping in to any remaining tasks.