Table of Contents

[Links to artifacts for all MS Teams meetings 2](#_Toc124968927)

[Agenda Notes for MS Teams meeting 30/12/2022 3](#_Toc124968928)

[Agenda Notes for MS Teams meeting 03/01/2023 5](#_Toc124968929)

[Agenda Notes for MS Teams meeting 06/01/2023 7](#_Toc124968930)

[Agenda Notes for MS Teams meeting 10/01/2023 9](#_Toc124968931)

[Agenda Notes for MS Teams meeting 13/01/2023 11](#_Toc124968932)

[Agenda Notes for MS Teams meeting 17/01/2023 13](#_Toc124968933)

[Agenda Notes for MS Teams meeting 19/01/2023 15](#_Toc124968934)

[Minutes for MS Teams meeting 30/12/2022 16](#_Toc124968935)

[Minutes for MS Teams meeting 03/01/2023 18](#_Toc124968936)

[Minutes for MS Teams meeting 06/01/2023 21](#_Toc124968937)

[Minutes for MS Teams meeting 10/01/2023 23](#_Toc124968938)

[Minutes for MS Teams meeting 13/01/2023 26](#_Toc124968939)

[Minutes for MS Teams meeting 17/01/2023 29](#_Toc124968940)

[Minutes for MS Teams meeting 19/01/2023 31](#_Toc124968941)

[MS Teams Invite Link 32](#_Toc124968942)

# Links to artifacts for all MS Teams meetings

Links to each MS Teams meeting Agenda, Teams A/V Recording, and Minutes:

30/12/22 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2022-12-30_meeting_agenda.docx) [Recording](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3987677_student_rmit_edu_au/EcwWWNDfvo9DpcRydvdxEzgBynS0XVm06QIG1qZJotS2Hg?e=eMkdAj) [Actions](https://lneilsenstudent.github.io/Assessment_2/docs/2022-12-30_meeting_minutes.docx)

03/01/23 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-03_meeting_agenda.docx) [Recording](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3987677_student_rmit_edu_au/EYh-n7NA7R5EgJfru1a4Hm8BP64E75ahMTyl2GSJynSSGQ?e=BBm0vv) [Actions](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-03_meeting_minutes.docx)

06/01/23 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-06_meeting_agenda.docx) [Recording](https://rmiteduau.sharepoint.com/:v:/s/RMITIITTeamDualcab/EejxU-jPqH5ClrNNXJD6b7MBn_YeRjVP_4eKwFaKULmf9Q?e=roohbD) [Actions](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-06_meeting_minutes.docx)

10/01/23 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-10_meeting_agenda.docx) [Recording](https://rmiteduau.sharepoint.com/:v:/s/RMITIITTeamDualcab/EfWVeqnIkilMmdA-2M-N83QBd0ezZu_Ccux5RSc6OZW1ng?e=X2hcib) [Actions](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-10_meeting_minutes.docx)

13/01/23 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-13_meeting_agenda.docx) [Recording](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3987677_student_rmit_edu_au/EcTx060JbOFGulN5_8jhYdYBaKdYlWBbKoN1HTV1Nc2Ncg?e=OVIAKc) [Actions](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-13_meeting_minutes.docx)

17/01/23 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-17_meeting_agenda.docx) [Recording](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3987677_student_rmit_edu_au/ESZ96bC6gYVCgheFl-XRYooBiJLWIFXx-SFtX1X5oYS6pg?e=gkHygO) [Actions](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-17_meeting_minutes.docx)

19/01/23 [Agenda](https://lneilsenstudent.github.io/Assessment_2/docs/2023-01-19_meeting_agenda.docx) Recording Actions

# Agenda Notes for MS Teams meeting 30/12/2022

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| DECEMBER 30, 2022  Authored by: Lachlan Nielsen |

GitHub:

* How is everyone feeling about using GitHub?
* Ensure everyone is able to clone/commit/push

Personal paragraph:

Everyone to upload their paragraph

Group name:

Select a name for the group

Website:

Select a base website for our group project

IT Work:

choose between "Interview an IT professional" and "summarise a YouTube video"

Project:

Each share project idea, so the group can select one

# Agenda Notes for MS Teams meeting 03/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| JANUARY 3, 2023  Authored by: Lachlan Nielsen |

GitHub:

* How is everyone feeling about using GitHub?
* Ensure everyone is able to clone/commit/push

Personal paragraph:

Everyone to upload their paragraph

Job A:

Group discussion about Ash’s job

Job B:

Group discussion about Chris’s job

Job C:

Group discussion about Glenn’s job

Job D:

Group discussion about Lachie’s job

Job E & F:

Group discussion about Ida & Alex’s job

Trello functionality:

Is it working as expected for everyone?

# Agenda Notes for MS Teams meeting 06/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| JANUARY 6, 2023  Authored by: Lachlan Nielsen |

Assignment 1 Feedback:

Each discuss our feedback, and what will need to be improved

It is important that each job role pays specific attention to feedback on items that relate to their role.

Job A:

Group discussion about Ash’s job

Job B:

Group discussion about Chris’s job

Job C:

Group discussion about Glenn’s job

Job D:

Group discussion about Lachie’s job

Job E & F:

Group discussion about Ida & Alex’s job

# Agenda Notes for MS Teams meeting 10/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| JANUARY 10, 2023  Authored by: Lachlan Nielsen |

General:

* Is Chris’s referencing style ok for this assignment?
* We should seek clarification on how we can link chats from outside “DualCab team”.
* GitHub: if it is not on GitHub, it doesn’t exist.
* Proof reading: After tonight, we will cycle documents for edits and additions.

Job A:

* Ash: how did you go with “ideal job”?
* Lachie has added “Industry data” to GitHub. This would benefit from further graphical comparisons.

Job B:

* Chris: how did the writeup go?

Job C:

* Glenn: How did the Project Idea and IT Technologies go?

Job D:

* More commits to working repository

Job E & F:

* .javascript still needs to be added. Lachie will add this after discussing with group.
* Json go on Pages server, so we can use .fetch() for dynamic modal data

# Agenda Notes for MS Teams meeting 13/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| JANUARY 13, 2023  Authored by: Lachlan Nielsen |

Web:

* The web team have been adding content to web pages as it comes in
* Appropriate styling and formatting is still being developed for each page as we go along
* Ida has been looking into php
* Alex has come forward with some great visual design ideas. We will discuss these (Lachie, Alex, Ida) tomorrow.

Content:

* Editing phase has commenced. We should all be checking each others work as it is uploaded
* All documents should be getting saved through GitHub
* Lachie: make list over weekend, regarding all outstanding tasks, relevant criteria to address, etc.

General:

* Start looking ahead to assessment 3 and 5
* Reach out if you do, or may need help
* Group disputes: We need to be very frank with each other at times - beyond this, we need to remember to forgive anyone who is still wiling to participate, and create a better environment. This will help prevent any bullying, while maintaining an environment for expression of both positive and negative facts.
* Edits/corrections: Our work should be corrected/proof read by every person in the group. Do not apologize, or take offence for correcting. This is an opportunity for us to gain confidence in normalizing the giving & receiving of constructive negative feedback.
* Project: where to go next.
* Correspondence with Anthony
* Step through the assessment together

# Agenda Notes for MS Teams meeting 17/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| JANUARY 17, 2023  Authored by: Lachlan Neilsen |

Reflection:

* Refer to document made by Chris

Dream job section:

* Alex: how did this go?

Tools:

* Lachie: make our working repo public
* Lachie needs to make Pages Live asap
* Chris: MS Teams info should be included here
* Ida: Descriptive comments
* Ash: name needs to be on more commits

Web:

* Discuss which pages are outstanding
* All pages: must get the same head and navbar as index.html
* Commence PDF. We can compare text on PDF to text on web at the end
* Test result in modal windows. Complete Ida’s section, then check all for correctness
* Workflow:
  + make one copy of a view area (elements with class=”myHeader” )
  + copy and paste down page for number of required fields
  + add text last
* Should we reference stock image url? If so, how?
* Discuss: styling IT-Work.html. how do we want it to look?

A2 Contribution submission

* Due Sunday night, not primary focus but need to plan for us all to discuss and agree to contribution %s.

Editing:

* Everyone should jump on and do some editing.
* Alex has done a really great job on editing project.docx. Can Alex focus heavily on edits when they come into git?

Overall:

* Get up to date with modules. This will matter for assignment four
* Has anyone tracked which parts of this task are outstanding? We should work this out asap.
* What is everyone’s availability this week?
* Next meeting? If Friday we will have to finalise Tools section and MS-Teams.PDF afterwards with the minutes etc which might be cutting it fine as we won’t be able to finalise the submission PDF or website 100% until after that.

# Agenda Notes for MS Teams meeting 19/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Agenda: |
| January 19, 2023  Authored by: Lachlan Nielsen |

Before we start:

* Chris: view assignment\_2 PDF for reference.

What needs to be done?

* Industry data: paragraph about the group overall \*see *outstanding tasks*\*
* Industry data: Ida, Ash, Alex, has your ideal job changed?
* IT technologies: we need to review tech 3 & 4. Lachie has started reviewing tech 2
* Group reflection:
  + Group part: needs to be made into a final written piece
  + Individual part: Alex, Lachie, Ida
* Completed web pages (layout only):
  + Specifications/index.html
  + Tools
  + Industry data
  + IT Work
  + Project
  + Reflection
* Outstanding web pages:
  + Ideal jobs
  + IT Technologies

Workflow:

1. Write the document

2. Review the document (preferably by someone else)

3. Label document in Git as *filnename\_FINAL*

4. Add to website

5. Compare *filnename\_FINAL* text to final website text

6. Compare to final PDF  
  
Module Contributions:

- are we up to date?

- when do we have to be up to date by

# Minutes for MS Teams meeting 30/12/2022

|  |
| --- |
| Dualcab  Team meeting |
| Minutes: |
| DECEMBER 30, 2022  Authored by: Lachlan Nielsen |

GitHub:

* Everyone has a basic understanding of Git, but will need some practice
* Set up team repository
* Git desktop will be much easier for people to use
* Do not overwrite files until the group has approved the overwrite
* Review Anthony’s resources if anyone is struggling with Git

Personal paragraph:

* Everyone to push their paragraph directly to Git
* .txt is the best format for this

Group name:

*No name proposals yet. We will consider names once we have worked out more about our groups direction.*

Website:

* Which code editors are people using?
  + VSCode seems to be the preferred option, due to compatibility and long-term support in future.
  + Atom works well, but is sunsetting.
  + GitHub editor is also a good option, because it allows saving directly to Git.
* Image issues: why are some image links breaking? How to prevent it?
* Do we need to use Git-Ignore for html/css?
* Use Ida’s website as a base template

IT Work:

* Interview a professional
* LinkedIn may be a great way to get in touch with professionals

Project:

*Each person shared their project idea.*

Project selection should give us enough to write on, with the ability to fully develop the actual project.

Project selection TBA

# Minutes for MS Teams meeting 03/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Minutes: |
| JANUARY 3, 2023  Authored by: Lachlan Nielsen |

GitHub:

* How is everyone feeling about using GitHub?
* Ensure everyone is able to clone/commit/push

Personal paragraph:

Everyone to upload their paragraph

Job A:

Lachie to help Ash with “Industrial Data” section.

Job B:

Chris will send proposed questions for professional to the group chat for additions/comments.

Only Chris needs to be present for the interview.

Job C:

Glenn is on track. The project idea we will use is Glenn’s project idea.  
It would be good to find or make a table for calculating adjusted speed limits from truck weight.

Job D:

Github pages: can we remove our GitHub pages website from Assignment 1 yet? We will need to do this at some point so we can re-use the URL for this project.

Job E & F:

* Develop and refine page before adding content
* Ida will be using her own repo for some of the early work
* Industrial themed web design
* Loren ipsum to be used for designing the web template
* Mobile development is not an important aspect of this project
* Alex, Ida, and Lachie to meet and talk discuss website

Trello functionality:

Tello has been working well for everyone in the browser. The desktop app seems to have multiple issues.

General:

* Make final docx/PDF before adding any content to website
* Try to have all content generated, and ready to review by 10/01/2023
* Do not convert docx master document to PDF until the end

# Minutes for MS Teams meeting 06/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Minutes: |
| JANUARY 6, 2023  Authored by: Lachlan Nielsen |

Assignment 1 Feedback:

* Javascript elements to be added to website (Lachie will do this)
* Risk management figures to be included in project idea
* Multiple images per page should be used
* Two references per paragraph
* Final Assignment 2 PDF should be in the same format as someone who received perfect feedback in this field
* Project idea: include profitability and marketability of product

Job A:

* Lachie doing “Industry data”. To be finished over weekend.
* Personal paragraph format:
  + Include all three personal test results and how that affects you at work
  + Include at least one strength, weakness, and thing which should be taken into consideration.

Job B:

* Interview completed successfully
* Chris has all the relevant information and is on track
* We have asked all the right questions
* Exactly what format to write about the interview? Perhaps ask lecturer

Job C:

* Risk ratings should be included
* Lots of feedback on our assignment 1’s to consider for Project Idea

Job D:

* Git Pages being updated daily
* File name conventions updated
* Minor html/css updates (see git history)

Job E & F:

* Personal paragraphs: separate boxes for each of our personal paragraph.
* Navigation links fixed
* Nav element padding is too large on right side

# Minutes for MS Teams meeting 10/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Minutes: |
| January 10, 2023  Authored by: Lachlan Nielsen |

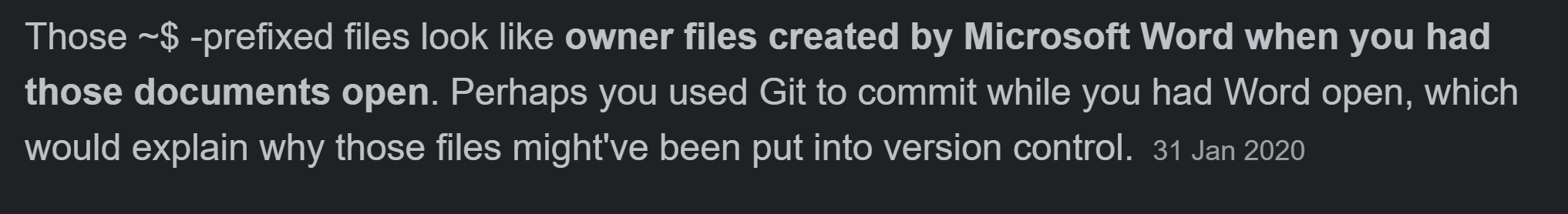
Referencing:

* Use EndNote: this is free through RMIT
* Also download RMIT Harvard file
* The addon for word is a worthwhile integration

MS-Teams:

* Most conversations should go in the DualCab Team chat. This will make our submission easier

Git:

* Regularly Fetch/Commit/Push
* Descriptive comments on all commits. This will be marked
* Always check if anyone has made commits, so that your working copy does not become superseded
* Communication in teams about what we are working on/which files we have checked out
* Meeting Recordng: 7:00 minutes : Alex shared his screen, and we discussed Git and how to track changes. This may be worth reviewing if anyone need it
* From GitHub website:
* We need everyones name to show up regularly in Git history
* If you make any errors, changes can be discarded

Web:

* We may use JSON for storing some data
* Ida will look into html modules
* If JSON doesn’t work, we will code it into .js
* Not a lot of info ready. We need to catch up on content
* Perfect “index.html” first
* Modal window can be used for some content (see “index.html”)
* Appendices on their own page

Nathan/Interview:

* We need to ask if we can use his image
* We can compliment this with stock images
* Format: *Q&A* non-verbatim report
* Christ will have this finished soon

Editing:

* Aim to edit one document per day
* Everyone should contribute to editing
* Check both content and references
* Everything should be compared to rubric

# Minutes for MS Teams meeting 13/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Minutes: |
| JANUARY 13, 2023  Authored by: Lachlan Nielsen |

Appendices:

* Links/reference at top of the page
* In PDF: the appendices will go at the end, with references where needed

Dream job section:

* Everyone should review Ash’s work.
* Alex will read Ash and Lachies work to make group paragraph of industry data

Tools:

* Lachie: make our working repo public
* MS Teams info should be included here
* More specific comments

Web:

* We don’t need to add languages past css, html and .js
* *We discussed Alex and Ida’s workflow*
* Ensure that final PDF is same as website
* Test result in modal windows
* Use “\n” to create new lines in text
* Grid view for personality test results and other personal info
* Web team: keep an eye on document changes, in case info is updated after adding to web

Editing:

* Everyone should jump on and do some editing
* No offense to be taken when giving/receiving correction
* Chris may have pictures to add of Nathan.
* Use highlighting conventions for editing.

Assignment Document:

* Use an assignment 1 document that received full marks
* Ida will assemble the final PDF

Outstanding tasks:

* All assignment one websites must be live
* Sparkplus: waiting for Anthony to activate links
* Group reflections: Each person should set aside time to do their reflection
* Keep up with modules. This will matter for assignment four

Group dispute:

* Glenn has been removed from the group
* All of Glenns information should be removed
* All access should be removed on teams and GitHub

Project idea:

* Changed idea to fast quoting app
* Lachie will complete this section

Each add personal paragraph to “Industry\_data”

# Minutes for MS Teams meeting 17/01/2023

|  |
| --- |
| Dualcab  Team meeting |
| Minutes: |
| January 17, 2023  Authored by: Lachlan Nielsen |

Group reflection:

* Chris has put a document for everyone to write their individual piece.
* Chris has taken notes no our Group Reflection discussion. Please view this document in Git

Audit Trail:

* Trello: Try to link to submission. Otherwise screenshots will do
* Ash: more commits to git.
* If you proof read and there are no mistakes, write at bottom (reviewed by: *my\_name*)

Final submission:

* Ida will commence writing the PDF
* Use text comparison to compare final web and pdf docs.

Web:

* Alex and Ida both have important non-web jobs to do at the moment. Lachie will help with web.
* Try to use already build html elements where possible
* Make sure all text is wrpped in tags e.g. <p></p>
* Name of Home Page (Home/Team Profile?)
* Link image references to be displayed in modal.
* Git can easily be used for reversing changes

General:

* Two missed meetings without correspondence will be counted as deserting. If this happens with anyone, they will be removed from the group.
* All documents have to be finished by Thursday at the latest
* Group sections written in 3rd person. Individual sections written in 1st person
* Lachie will make repos public today (18/01/2023)
* Recordings last 3 months. They will expire, but this will be fine. \*\*Edit: Lachie has found way to remove expiry\*\*
* Group feedback form – we will worry about this on Saturday. Everyone should be available for signing
* IT-Technologies is being done by Ash
* Alex’s editing style is the best to use if you are comfortable using it
  + Highlight, right-click, comment.
* We need to all catch up on modules asap

# Minutes for MS Teams meeting 19/01/2023

COPY THURSDAY’S MINUTES INTO HERE

# MS Teams Invite Link

<https://teams.microsoft.com/l/team/19%3abDOyz7vASzUcfvmIhRPP5fwTDUqZPm0Z3jLMcgPuMuw1%40thread.tacv2/conversations?groupId=64d427bd-66b6-465f-9082-5c997b69a16f&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>