## Essentials to Information Technology RMIT|ASSIGNMENT3|OUR IT PROJECT



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## TEAM ALPHA



Date	Topic	Outcome
1 <sup>st</sup> meeting 25/10/2022	Chair: Anna Liu	
	Topic 1: SparkPLUS (Make sure everyone understand what they need to do)	Everyone: Finish SparkPLUS before the end
	Topic 2: Contribution Form (Form understanding from team and decide on percentage)	of the week -Read through the rubric page to page
	Topic 3: A3 Overview	-Sign the Contribution
	Topic 4: A3 Plan and task delegation	form
		For the RoomyPlanner website
		-Consistent style sheet
		-If changes need to be made to a specific page, use a style tag or in line
		-A good idea is to learn bootstrap
		-If we can, we should find already-built features and copy the code into our website
		-Notes from A3
		Group processes and career plans need to be expanded
		Group website can have the same format but content is from A3
		Muhammad – Copy and paste the A2 into a document for A3
		Manu – Set up repo for A3 group website and Project website

		Anna – Make design thumbnails Mark – Database Research, Gantt Chart Jing – Project Idea Overview (report)
2 <sup>nd</sup> meeting 29/10/2022	Chair: Jing Topic 1:Detailed Description Topic 2: Project web frame Topic 3: Assignment 5 Part 1 (Madhur)	Everyone: Finish SparkPLUS before the end of the week -Read through the rubric page to page -Sign the Contribution form  For the RoomyPlanner website  -Consistent style sheet -If changes need to be made to a specific page, use a style tag or in line -A good idea is to learn bootstrap -If we can, we should find already-built features and copy the code into our website  -Notes from A3 Group processes and career plans need to be expanded Group website can have the same format but content is from A3

		Muhammad – Copy and paste the A2 into a document for A3  Manu – Set up repo for A3 group website and Project website  Anna – Make design thumbnails  Mark – Database Research, Gantt Chart  Jing – Project Idea Overview (report)
3 <sup>rd</sup> meeting 01/11/2022	Chair: Mark Topic 1: Assignment 5 - Partly due 6/11 a) Storyboard b) Draft script Topic 2: Assignment 3 Mock-up a) Login (Mark) b) House/cell c) People d) Chores (Anna) e) Shopping list (Muhammad) f) Bills (Jing) g) Chat (Manu)Other inc website Topic 3: Other Business	The meeting was basically to shore up everyones agreed tasks:  • Storyboard – Anna  • Presentation draft – Everyone. Convert your contributions in assignment3.doc (eg Muhammad shopping list etc) to suitable verbal format where needed, already "sounds" pretty good I think so hopefully not too much work. Suggest notating proposed screen captures (using our mockups), other visuals etc inside square brackets []. Always good to lighten things up with a few little funny things if possible

		Html mockups –     Manu. Everyone to     ensure     contributions in     assignment3.doc     are consistent with     mockups.
		Backend façade –     Mark
		Creative/marketing guru of the roomy system - Anna
		Writing, reader     and general – Jing
		<ul><li>Muhammad/Mark</li><li>Team website</li></ul>
		Next meeting     Sunday 6 <sup>th</sup> November @ 9:00     pm, chair Manu
4 <sup>th</sup> meeting 08/11/2022	Chair: Muhammad Zayd Abas  Topic 1: Introduction  Topic 2: A5 pt1	We still need to decide on a date to record the presentation
	Topic 3: Outstanding tasks  Topic 4: Let the team voice any concerns	If we have time standardise the pages for group website
		Muhammad: Write Need/Want for Presentation draft, Testing and Group Processes and Communications for Project detailed description

		Mark: Write Timeframe for Project detailed description (Make a table/ Gantt Chart  Jing: Write User/Market for presentation draft, scopes and limits  Anna: Write Innovation and Intro, Figure out changes to expense management
		Madhur: Website
5 <sup>th</sup> meeting 12/11/2022	Chair: Madhur Topic 1: deadline Topic 2:Draft Topic 3: other business	We set a hard deadline for the report for 20/11 - Next week
		Manu: Plans and progress, Tools and Technologies
		Anna: Overview, Testing
		Muhammad: Need/Want, Group Communication, Roles
		Jing: Aims, Scopes and Limits
		Mark: Timeframe, Skills and Jobs
		Everyone: Group Processes, Career Plans, Group reflection

6 <sup>th</sup> meeting 14/11/2022	Chair: Anna Topic 1: Review current progress  Topic 2: Specifics on project report (this is important! We need to figure out who is doing what, Who has the most knowledge on each topic, when everyone is available and how that will factor into roles)  Topic 3: Presentation (Who will record each section, when, etc	Mark: Timeframe (Finishing the table/gantt chart), Conrtibute to skills and jobs and tools and technologies  Jing: Risks, Aims needs to be expanded  Madhur: Add to plans and progress, Tools and Technologies  Muhammad: Roles, Group Processes and Communication  Anna: Overview, Testing, Presentation revision  Everyone: Group reflection, career plans, group processes
7 <sup>th</sup> meeting 19/11/2022	Chair: Jing Li Topic 1: Review current task Topic 2: Presentation Topic 3: Team website Topic 4: other business	Group processes and communications  Mark – PLans and progress (take some stuff from tools and technologies) Career plans  Muhammad – Group processes and communications, reflection, career plans  Jing – Send meeting agenda, group website buttons, presentation slides  Anna – replace lorem ipsum  Presentation:

		Start to make slice for now and talk about details next meeting.  Team website: Only change within div "container" area.
8 <sup>th</sup> meeting 21/11/2022	Chair: Muhammad Zayd Abas Topic 1: Introduction Topic 2: How will we do the slideshow Topic 3: How to record for presentation Topic 4: Concerns from the team members	Jing: Make slides for All sections except mark's (Jing, Anna, Muhammad)  Muhammad: Group website, Want/Need  Mark: Group website, Design  Jing: Make slides for All sections except mark's (Jing, Anna, Muhammad)  Anna: Editing, Identification  Madhur: Project, group website, Design — Login