**Session Nine Meeting Minutes**

**Meeting Minutes from Session 09.**

The second meeting since completing Assignment 2 of RMIT-IIT-A3-Group#10 was held on 30/01/2021 via MS Teams. It began at 5:45pm AEST and was called by Elisha Rackley who was the chairperson for this meeting and was recorded by Elisha Rackley.

**Attendees - 5/5**

Elisha Rackley, Fletcher Petersen, Jarrod Petersen, Mathew Lawton, Keegan Whitfield.

No guests attended this meeting.

**Topics/Presentations**

Main takeaways:

* Discussed Website layout
* Confirmed most of the assignment to be in pdf format
* Confirmed every one has accepted repo link
* Run down of A5- story board due next Sunday
* Ideas for story board
  + *Intended Audience:* investors/consumers
  + *Audience prior knowledge:* basic knowledge of how insurance and of comparing market sights
  + *Things to keep in mind about Audience*: targeted at 18-50 ( don't like spending time on calls for insurance - resonating)
  + moving onto business insurance and health insurance to expand market
  + *What are we informing users on:* about the product
  + *What do we want they Audience to do:* check out the website/download app
  + *Perspective*: tbd
  + *Tone*: upbeat/informal
  + *Graphics/Audio*: Stop motion, live film and editing

**Next meeting:** Tuesday 6:00pm

**Chairperson**: Jarrod

**Follow-up Tasks**

Task:

Get story board done

Start/progress on report as per Jarrod’s delegation

* Aims (Jarrod)
* Plans & Progress (Mathew Lawton)
* Roles (Mathew Lawton)
* Scope & Limits (Elisha Rackley)
* Tools & Technologies (Fletcher Petersen)
* Timeframe (Elisha Rackley)
* Risks (Keegan Whitfield)
* Group Processes & Communications (Fletcher Petersen)