A2 GROUP #2 - ASSIGNMENT 2 |Minutes

## Meeting date | time 09/01/2021 | 09:30 | Meeting location MS Teams

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| |  |  | | --- | --- | | Meeting called by | Victor | | Type of meeting | Assessment 2 | | Facilitator | Victor van der Meer | | Note taker | Victor van der Meer | | Timekeeper | n/a | | * Connor Abdulai (CA) * Kanav Atri (KA) * Quentin Schuster (QS) * Victor van der Meer (VV) |

# Agenda topics

## Time allotted | 1 Hour | Agenda topic Assessment 2 | Presenter Victor van der Meer

* Discussion on **Assessment 1 results and group review of Assessment 2**
* Ice-breaking exercises to build trust amongst team members and establish bonds.
* **Discussed interests in IT and experience.**
* Confirm with the group a suitable day/time to schedule a 2nd team meeting.
* We have scheduled a second re-occurring meeting on Wednesday at 10:30PM
* Decide if one person is going to chair the group/meeting, or we want to take it in turns?
* Victor will Chair the group meetings until further notice.
* Decide on an appropriate group name – vote a team name or draw on out at random?
* We agreed that the team name should reflect the project choose select.
* Define Teammate Responsibilities
* This will be depending on the project we select and what roles and skills are required to bring it to fruition.
* Divide up the work and set deadline for the first drafts, review, updates and final revision.
* We have split up the IT technology section between the four of us – it was agreed that each group member will select a subject/topic to write about.
* We have scheduled our first work review/update meeting on Wednesday 13th at 10:30pm
* We will provide updates on our assignment and the final revision has been scheduled for next Saturday.

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| Action items | Person responsible | Deadline |
| Create and send invite out to second meeting | VV | 10/01/2021 09:00AM |
| Create a GitHub repository and invite group members | VV | 11/01/2021 10:00PM |
| Share with group – Profile, Ideal Job and Personality tests | ALL | 13/01/2021 10:30PM |
| Update on finding IT Professional to interview | KA | 16/01/2020 09:00AM |
| Decide on project idea and create team name and bio | ALL | 16/01/2020 09:00AM |
| Write about a topic from IT Technology section | ALL | 16/01/2021 09:00AM |
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