ASSESSMENT 2

MS TEAMS MEETING TECHNOLOGY ARTIFACTS

Group Name: Magpies (Group 10)

GitHub Pages:
[Home | The Magpies [A2 Group 10] (rodriguessunil.github.io)](rodriguessunil.github.io)

GitHub Repository:
[RodriguesSunil/Magpies: A2 Group # 10 COSC2196/2021 (github.com)](github.com)

GitHub Pages Branch:
[RodriguesSunil/Magpies at group-website (github.com)](github.com)

MICROSOFT TEAMS

Microsoft Teams was the tool chosen by the group as our repository for storage of documents, booking meetings, and chat amongst the group members. It also served as a calendar for reminders. Meetings were organised through Teams and each meeting had a designated person for taking minutes. The meetings were recorded so we could go back to them to view and listen to what we discussed. Minutes of the meetings are taken by a team member and posted to the folder in Teams. Teams served the group as a collaboration tool to discuss issues and get peer reviews of the work assigned.

You can find our Microsoft Team at this link.

You can request access to join Magpies MS Teams at this link

Meeting Minutes are stored in Teams at the links below:

30/09/21 Agenda Recording Actions

04/10/21 Agenda Recording Actions

07/10/21 Agenda Recording Actions

11/10/21 Agenda Recording Actions

14/10/21 Agenda Recording Actions

Team Meeting for Magpies		Date: 30/9/2021 Time: 7:30pm AEST	
Attendees: • Alex Hutton • Raul Da Silva • Joao Nunes Doege • Jacqueline Penas • Sunil Rodrigues		Absent: • Amrita Rodrigues	
Agenda: Introduction Action Items New Actions Close Meeting		Duration: 5 mins 15 mins 15 mins 5 mins TOTAL: 40 mins	

Action Items:

Item:	Responsible:	Due:	Status:
Book Meetings	Alex	4/10/2021	
Name the team	All	4/10/2021	
GitHub setup	Sunil	4/10/2021	
Project website setup and send link	Sunil		
Write paragraph for your personal information	All		
Folders to be created in Files	Sunil	4/10/2021	
Arrange an IT professional to Interview	Alex	4/10/2021	

New Actions:

Item:	Responsible:	Due:	Status:

Team Meeting for Magpies		Date: 4/10/2021 Time: 7:30pm AEST	
Attendees: • Alex Hutton • Raul Da Silva • Jacqueline Penas • Sunil Rodrigues • Amrita Rodrigues		**Absent:** • Joao Nunes Doege	
Agenda: Introduction Action Items New Actions Close Meeting		**Duration:** 5 mins 15 mins 15 mins 5 mins TOTAL: 40 mins	
Action Items:			
Item:	Responsible:	Due:	Status:
Book Meetings	Alex	4/10/2021	
Name the team	All	4/10/2021	Complete.
GitHub setup	Sunil	4/10/2021	Complete.
Project website setup and send link	Sunil	End of Week	
Write paragraph for your personal information	All		
Folders to be created in Files in MS Teams	Sunil	4/10/2021	Complete
Arrange an IT professional to Interview	Alex	4/10/2021	Found someone. Name is Janesh Raghwani, he used to work for me and is a solution architect. Happy to do via Teams.
Collate info and write for website	Raul	Ongoing	
New Actions:			
Item:	Responsible:	Due:	Status:
Industry Data	Alex		
IT Work – Interview	All		

IT Work – Document	Jacqui		
IT Technologies	Amrita x2, Sunil x1 and Joao x1???		
Project Ideas	Read current project ideas and discuss at the next meeting.		
Come up with questions for IT engineer	All	7/10/2021	

Team Meeting for Magpies	Date: 7/10/2021
	Time: 7:30pm AEST to 8:15pm AEST

Attendees:	Absent:
• Raul Da Silva • Joao Nunes Doege • Jacqueline Penas • Sunil Rodrigues	• Amrita Kanungo • Alex Hutton

Agenda:	Duration:
Introduction Action Items New Actions Close Meeting	5 mins 15 mins 15mins 10 mins TOTAL: 45 mins

Action Items:

Item:	Responsible:	Due:	Status:
Project website setup and send link	Sunil	End of Week	Ongoing. Raul has picked a good logo design for our group.
Write paragraph for your personal information	All	Now	Waiting on Amrita to provide her information. Raul has requested permission for use of photos. No objections from the meeting attendees
Arrange an IT professional to Interview	Alex	4/10/2021	Janesh Raghwani to be interviewed by Joao. Jacqueline to transcribe.
Collate info and write for website	Raul	Ongoing	Raul commencing on PDF
Industry Data	Alex	11/10/2021	
IT Work – Interview	Joao	11/10/2021	Joao to pick questions from the list compiled
IT Work – Document	Jacqui	13/10/2021	Transcribe interview notes.
IT Technologies	Amrita x pick 2 from list remaining Joao – Cybersecurity & Machine Learning	13/10/2021	Joao to work on couple on the weekend

Come up with questions for IT engineer	All	7/10/2021	Questions compiled in Teams.
Project Ideas	Read current project ideas and discuss at the next meeting.		Decide between Alex and Jacqueline Project ideas
New Actions:			
Item:	Responsible:	Due:	Status:
Prepare draft website	Sunil	11/10/2021	
Provide Personal information and Profile documents to Raul	Amrita	8/10/2021	
Schedule IT Work Interview with Janesh for Monday	Alex	8/10/2021	
Select IT Technologies x 2 items and prepare draft	Amrita

Joao | 13/10/2021 | |
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Recording Link

https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923382_student_rmit_edu_au/EQ0T6b1Vz9dJpjokIqzZXhMBwb1q0lFOkqisFYFWkyHttw

Team Meeting for Magpies	Date: 11/10/2021 Time: 7:30pm AEST
Attendees: • Raul Da Silva • Jacqueline Penas • Joao Nunes Doege • Sunil Rodrigues	Absent: • Alex Hutton • Amrita Kanungo
Agenda: Introduction Action Items New Actions Close Meeting	Duration: 5 mins 15 mins 15mins 5 mins TOTAL: 40 mins

Action Items:

Item:	Responsible:	Due:	Status:
Project website setup and send link	Sunil	End of Week	Completed
Write paragraph for your personal information	All	Overdue	Waiting on Amrita
Arrange an IT professional to Interview	Alex	13/10/2021	Interview booked with Janesh on Wednesday. Waiting confirmation
Collate info and write for website	Raul	15/10/2021	On track.
Industry Data	Alex	13/10/2021	In progress
IT Work – Interview	Joao and Jacqueline	13/10/2021	In progress
IT Work – Document	Jacqueline	13/10/2021	In progress
IT Technologies	Joao x 2 Jacqueline X 1 Sunil x1	15/10/2021	Shifted the 2 from Amrita to Jacqueline and Sunil
Come up with questions for IT engineer	All	7/10/2021	Completed
Project Ideas	Read current project ideas and discuss at the next meeting.	15/10/2021	Picked up Alex's project idea for our group project
Group Reflection		14/10/2021	To be done at 14/10 meeting

New Actions:

Item:	Responsible:	Due:	Status:
Book Meetings	Alex/Sunil	12/10/2021	Complete
Submit documents for PDF to Raul	All	15/10/2021	
Message Amrita – status of her assignment documents	Sunil	12/10/2021	Complete
Message Alex for Project idea	Sunil	12/10/2021	Complete
Interview with IT Professional	Joao & Jacqueline	13/10/2021	
Provide IT Technologies to Raul for PDF	Joao, Jacqueline, Sunil	15/10/2021	

Team Meeting for Magpies		Date: 14/10/2021 Time: 7:30pm AEST	

Attendees:
  • Raul Da Silva
  • Jacqueline Penas
  • Joao Nunes Doege
  • Sunil Rodrigues
  • Alex Hutton
		Absent:	

Agenda: Introduction Action Items New Actions Close Meeting		Duration: 5 mins 15 mins 15mins 5 mins TOTAL: 40 mins	
Action Items:			
Item:	Responsible:	Due:	Status:
Project website setup and send link	Sunil	Midday Sunday	On time
Write paragraph for your personal information	All	Overdue	Completed
Arrange an IT professional to Interview	Alex	13/10/2021	Completed
Collate info and write for website	Raul	15/10/2021	On track.
Industry Data	Alex	13/10/2021	Complete by 15/10
IT Work – Interview	Joao and Jacqueline	13/10/2021	Completed
IT Work – Document	Jacqueline	13/10/2021	Complete by 15/10
IT Technologies	Joao x 2 Jacqueline X 1 Sunil x1	15/10/2021	Shifted the 2 from Amrita to Jacqueline and Sunil. Complete by 16/10
Come up with questions for IT engineer	All	7/10/2021	Completed
Project Ideas	Read current project ideas and discuss at the next meeting.	15/10/2021	Alex to update Project document
Group Reflection		14/10/2021	To be done by 16/10 and Sunil to write up group reflections
New Actions:			
Item:	Responsible:	Due:	Status:
Book Meetings	Alex/Sunil	12/10/2021	Complete

Submit documents for PDF to Raul	All	15/10/2021	
Message Amrita – status of her assignment documents	Sunil	12/10/2021	Amrita has left the group. All work has been re-assigned
Message Alex for Project idea	Sunil	12/10/2021	Complete
Interview with IT Professional	Joao & Jacqueline	13/10/2021	Complete
Provide IT Technologies to Raul for PDF	Joao, Jacqueline, Sunil	15/10/2021	Complete