**Meeting Minutes**

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| Date: 25th March 2022 Time: 6:30pm QLD / 7:30pm DST Location: MS Teams |

In attendance : William, Maritza, James and Grant

Apologies given: Stephen

Missing: Muhammad

1. Introductions
   * + - Highlighted location of Agenda in the team files
       - Looked at the Kanban project on teams
2. Assignment 2 – Requirements
   * + - Suggest deadlines
         1. Halfway Deadline (Drafts): April 6
         2. Group Deadline: April 13
         3. Final Deadline: April 17
3. Introduction announcement on canvas
   * + - Grant to make meeting announcements on canvas group#5 Discussion page
4. Primary communications for the group Email or Teams
   * + - Teams for Grant, William and Maritza
       - James Email preferred for urgent contact
       - James posted meeting invites to outlook
       - Need to confirm Stephen and Muhammad
       - Miss 2 meetings in a row without communication to the group will be grounds for removal – (This is a means to keep everyone active in the group)
5. Team Profile – Assignment 1 (Page 4 A2C)
   * + - Post profiles into the teams file directory
6. Ideal Jobs – compare and contrast (Page 4 A2C)
   * + - Need to Clarify requirements
7. Tools
   * Group Website
   * Link GitHub accounts
   * Link all relevant files and data
     + - 1. Discussed need, no action required at this time
8. Industry Data
   * + - Link on canvas Assignment 2 page
       - No Action
9. IT (Information Technology) work (Page 5 A2C) – Choose approach
   * + - Maritza to interview
10. IT Technologies (1200 words Page 6 A2C)
    * + - Maritza - Blockchain and Crypto currencies
        - William – Robots
        - Grant - Autonomous vehicles
        - James - Clouds, services, servers
        - Updated Kanban
11. Project Ideas from Assign 1 – Group idea
    * + - Review profiles for next meeting discussion and decision