**Minutes  
IT Project Management Plan  
Meeting No. 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 06, 2024 8:30am | | | | |
|  |  | | | | |
| **Contributors** | Henry Richardson Matthew Cross Seth Kalantzis | | | *Meeting Facilitator Secretary* | |
|  | | | | | |
| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Project Management Tool**  ***Owner:*** *Henry* | | * The team has experience using Jira. * Interested in exploring Trello as it appears more lightweight than Jira. | | | |
| **Clarifying Project Requirements with Tutor**  ***Owner:*** *Henry* | | * Project requirements: Internal * Closure Plan: External / Customer facing. * Risk Management: Mitigating expected risks * Monitor and Control: Version control. | | | |
| **Additional Meetings**  ***Owner:*** *Seth* | | * Possibility of additional meetings throughout the week. * Decided not to implement for now, will reassess as workload increases. | | | |
| **Divide Work**  ***Owner:*** *All*  ***Deadline:*** *August 13* | | * Everyone to develop a list of project requirements to merge next week. * Everyone to develop a mock up for the website to discuss next week. * Risk Management: Matthew * Monitor and Control: Henry (Consider different project management tools) * Create GitHub Repo: Seth * Meeting Minutes: Matthew * Team introduction: Each to write a personal blurb. | | | |
| **Questions About Assignment**  ***Owner:*** *All*  ***Deadline:*** *August 13* | | * What kind of API should we be using (Do they need to be up to date, how detailed, paid?) * Do we need to know about project 2 and 3 to plan project 1? * Will ask questions during lecture on August 12. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Develop list of project requirements.** | | | *All* | | *August 13, 2024* |
| * **Create a wireframe mock up for the website.** | | | *All* | | *August 13, 2024* |
| * **Write Risk Management section.** | | | *Matthew* | | *August 13, 2024* |
| * **Write Monitor and Control section.** | | | *Henry* | | *August 13, 2024* |
| * **Create GitHub Repo.** | | | *Seth* | | *August 13, 2024* |
| * **Write a blurb for Team Introduction.** | | | *All* | | *August 13, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | | |
| **Date & Time** | Tuesday, August 13, 2024 8:30am | | | | | |



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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Henry Richardson  *Meeting Facilitator* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matthew Cross  *Secretary* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seth Kalantzis  *Attendee* |

**Minutes  
IT Project Management Plan  
Meeting No. 2**

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| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 13, 2024 8:30am | | | | |
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| **Contributors** | Henry Richardson Matthew CrossSeth Kalantzis | | | *Meeting Facilitator Secretary* | |
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| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Develop a list of project requirements.**  ***Owner:*** *All*  ***Status:*** *Completed* | | * All team members created a list of requirements. * Seth’s are the most fleshed out. Covers a lot of what we expect to be the requirements for the project. * Confirmed with Tutor that we can set our own requirements for the final output. | | | |
| **Create a wireframe mock up for the website.**  ***Owner:*** *All*  ***Status:*** *In-Progress*  ***Deadline:*** *August 20, 2024* | | * Mock ups completed by Seth and Matthew. * Design brief and branding draft completed by Matthew. * Yesterday’s lectures provide clarity on requirements for this section: Need to explain all design decisions against usability principles and theories. * Deadline extended and additional work to be completed. | | | |
| **Write Risk Management section**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress*  ***Deadline:*** *August 16, 2024* | | * Introductory sections completed. * List of risks completed and verified by team. * Final write up into Risk Register to be completed for next meeting. | | | |
| **Write Monitor and Control section.**  ***Owner:*** *Henry*  ***Status:*** *In-Progress*  ***Deadline:*** *August 20, 2024* | | * Outline of section completed. All requirements have been documented and discussed with team. * Final write up of section to be completed for next week. | | | |
| **Create GitHub Repo.**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * GitHub Repo created and all team members have joined. | | | |
| **Write a blurb for Team Introduction.**  ***Owner:*** *All*  ***Status:*** *Completed* | | * All team members completed personal blurb. * Some differences in perspective (first-person vs third person). * Decided to make all blurbs third person. Team to re-write (if required) and add to shared doc during the week. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Review of Work Completed.**  ***Owner:*** *All* | | * Most tasks completed to a preliminary level. Good baseline, but no tasks have been ‘completed’ yet. * Team happy with progress. Feel on-track for the first major milestone. | | | |
| **Clarify Project Requirements with Tutor.**  ***Owner:*** *Seth* | | * Clarified major project requirements with tutor to discover the functional requirements of the final project. * Clarity provided: Team is able to set their own functional requirements. * Decided to implement a model which can predict housing market prices based on provided criteria. * Additional ‘nice-to-have’ requirements to be identified and included in a separate section within the project scope. | | | |
| **Next Meeting.**  ***Owner:*** *All* | | * Next meeting set for Friday afternoon, 1pm. | | | |
| **Decision on work to be completed for next meeting.**  ***Owner:*** *All*  ***Deadline:*** *16 August, 2024* | | * **Seth**    + Further breakdown of requirements based on syllabus and expected project lifecycle.   + Create overview of project scope and phases. * **Matthew**   + Completed Risk Management section.   + Begin detailed explanations for project design section. * **Henry**   + Complete Monitor and Control section. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Create Shared Document for Team to Work From** | | | *Henry* | | *August 13, 2024* |
| * **Expand Requirements Section** | | | *Seth* | | *August 13, 2024* |
| * **Create Overview of Project Scope and Phases** | | | *Seth* | | *August 20, 2024* |
| * **Complete Risk Management Section** | | | *Matthew* | | *August 20, 2024* |
| * **Draft Project Design Section** | | | *Matthew* | | *August 20, 2024* |
| * **Complete Monitor and Control Section** | | | *Henry* | | *August 20, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  The Junction, Meeting Room | | | | | |
| **Date & Time** | Friday, August 16, 2024 1:00pm | | | | | |

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| A black background with a black square  Description automatically generated with medium confidence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Henry Richardson  *Meeting Facilitator* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matthew Cross  *Secretary* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seth Kalantzis  *Attendee* |

**Minutes  
IT Project Management Plan  
Meeting No. 3**

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| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus The Junction, Meeting Room | | | | |
| **Date & Time** | Tuesday, August 16, 2024 1:00pm | | | | |
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| **Contributors** | Henry Richardson Matthew Cross  Seth Kalantzis | | | *Meeting Facilitator Secretary* | |
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| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Create a Shared Document for Team to Work From**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Team Google Doc create and shared via Discord. | | | |
| **Expand Requirements Section**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * Requirements section completed and added to shared document. | | | |
| **Create Overview of Project Scope and Phases**  ***Owner:*** *Seth*  ***Status:*** *In-Progress*  ***Deadline:*** *August 20, 2024* | | * Project scope discussed by the team. * Preliminary decision to lock in developing a predictive model for housing market prices over time. Model also able to analyse the impact of certain features (E.g., number of bedrooms, size, location) on the price. * Primary Target Demographic decided to be Australian families looking to enter into the housing market, or upgrade their family home. * Secondary and Tertiary Target Demographics to include property investors, firms, corporations, and governments. * Identified the Project scope, WBS, WBS Dictionary and Gantt Chart development all go hand in hand and can be completed concurrently. | | | |
| **Complete Risk Management Section**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Risk Management section completed and added to shared document. | | | |
| **Draft Project Design Section**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress*  ***Deadline:*** *20 August, 2024* | | * Prototype for the website developed and optimized in line with usability principles. * Project Design Section still to be written. | | | |
| **Complete Monitor and Control Section**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Monitor and Control section completed and added to shared document. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Burndown Chart**  ***Owner:*** *Henry*  ***Deadline:*** *August 20, 2024* | | * Discussed using a burndown chart as an internal tool to track progress of tasks. * Once established, we can include a screenshot of burndown chart with each minutes to track progress over time. * May be of limited utility as the team is unable to accurately assign expected ‘hours-to-complete’ to each task due to lack of experience. * Henry to explore utility and present to the team during the next meeting. | | | |
| **Formatting of Final Submission**  ***Owner:*** *Matthew*  ***Deadline:*** *August 23, 2024* | | * Discussed the limitations of Google Docs for formatting of final documents. * Agreed to utilise Google Docs for the project draft, and finalize submission within Microsoft Word. | | | |
| **Internal Deadlines**  ***Owner:*** *Matthew* | | * Discussed external workloads and how the team prefers to work to complete tasks. * Agreed to set the following internal deadlines: * All sections completed: August 20, 2024 * Project submitted: August 23, 2024 | | | |
| **Change Management Process**  ***Owner:*** *Henry*  ***Deadline:*** *August 20, 2024* | | * The team identified that the issue of changing scope and project requirements was a recurring theme in discussions. * Identified the need for a formal Change Management process to ensure that the impact of any changing requirements is thoroughly considered and accounted for in the project schedule. * Henry to develop a Change Management Plan to include in the Monitor and Control section. | | | |
| **Review of lecture slides**  ***Owner:*** *Matthew* | | * Reviewed the lecture slides relevant to each major area of assessment for the project to determine exactly what was required. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Complete Project Scope Statement** | | | *Henry* | | *August 20, 2024* |
| * **Add Change Management to the Monitor and Control section** | | | *Henry* | | *August 20, 2024* |
| * **Add an opening to the Time Management section** | | | *Henry* | | *August 20, 2024* |
| * **Complete Closure Plan** | | | *Henry* | | *August 20, 2024* |
| * **Complete Gantt Chart** | | | *Seth* | | *August 20, 2024* |
| * **Complete WBS** | | | *Seth* | | *August 20, 2024* |
| * **Complete WBS Dictionary** | | | *Seth* | | *August 20, 2024* |
| * **Complete Introduction and Background Section** | | | *Matthew* | | *August 20, 2024* |
| * **Complete Project Design Principles** | | | *Matthew* | | *August 20, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | |
| **Date & Time** | Tuesday, August 20, 2024 8:30am | | | | |

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| A black background with a black square  Description automatically generated with medium confidence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Henry Richardson  *Meeting Facilitator* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matthew Cross  *Secretary* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seth Kalantzis  *Attendee* |

**Minutes  
IT Project Management Plan  
Meeting No. 4**

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| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 20, 2024 8:30am | | | | |
|  |  | | | | |
| **Contributors** | Henry Richardson Matthew Cross Seth Kalantzis *(Absent w/ notice)* | | | *Meeting Facilitator Secretary* | |
|  | | | | | |
| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Complete Project Scope Statement**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Project Scope Statement completed and added to shared document. | | | |
| **Add Change Management to the Monitor and Control section**  ***Owner:*** *Henry*  ***Status:*** *In Progress*  ***Deadline:*** *August 24, 2024* | | * Change Management section drafted. * Reviewed and identified scope to expand section to include specific steps for reviewing proposed changes, accepting, or rejecting changes, updating project documentation and schedule, and updating all relevant stakeholders. | | | |
| **Add an opening to the Time Management section**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Opening completed and added to shared document. | | | |
| **Complete Closure Plan**  ***Owner:*** *Henry*  ***Status:*** *Incomplete* | | * Closure plan not yet drafted. Still needed to discuss and finalise Requirements section before work could begin on Closure Plan. * Matthew to take over responsibility for Closure Plan. | | | |
| **Complete Gantt Chart, WBS and WBS Dictionary sections**  ***Owner:*** *Seth*  ***Status:*** *Incomplete*  ***Deadline:*** *August 24, 2024* | | * Seth not present to review work completed on Gantt Chart , WBS or WBS Dictionary * Advised that he will complete work on assigned tasks by Friday night, ahead of team meeting on Saturday. | | | |
| **Complete Introduction and Background section**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Introduction and Background section completed and added to shared document. | | | |
| **Complete Project Design Principles section**  ***Owner:*** *Matthew*  ***Status:*** *In Progress*  ***Deadline:*** *August 24, 2024* | | * Prototype design completed. * Introduction, requirements analysis, target demographic analysis and branding completed. * Explanation of Usability Principles started, but required clarification with Unit Tutor before completing. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Review of currently ‘completed’ sections**  ***Owner:*** *Matthew* | | * Review of all work currently included in the shared document. * Identified the following areas where revisions could be made:   + Project Stakeholders to be expanded to include more than just end users of the web application.   + Requirements should be classified into ‘In Scope’, “Nice to Have’, and ‘Out of Scope’ categories.   + Risk Register to include security risks for if logins are added to the feature requirements   + Can move all assumptions, limitations, and constraints mentioned in the report to their own section.   + KPIs in the Monitor and Control section should reflect the metrics mentioned in the lecture content. | | | |
| **Review of outstanding sections**  ***Owner:*** *Matthew* | | * Identified that the Critical Path Analysis (CPA) section still remained unassigned. * Decided that the CPA requires the Project Timeline and Scope to be completed first. * Will be assigned before Friday if required sections are completed first. Otherwise, the team will work collaboratively on the section during the next team meeting on Saturday. | | | |
| **Review of Design section requirements with Unit Tutor**  ***Owner:*** *Matthew* | | * Showed work completed on the Design section to the Unit Tutor and asked for feedback on what to include in the section. * Unit Tutor conferred with Unit Facilitator and confirmed the following:   + Analysis of the project requirements, target demographic and branding can stay.   + Review of Usability Principles should provide examples of each point within a chosen framework to show that is has been employed.   + Written explanation of each Usability point not required, but can be included if desired. | | | |
| **Internal Deadlines Review**  ***Owner:*** *Henry* | | * All sections were not drafted by the planned deadline of today. Most had been begun, but required work to complete or rewrite. * Deadline for draft extended to Friday, August 23. * Team meeting to be held on Saturday, August 24 to review and finalise work. * Matthew to format submission Saturday night ahead of submission by each team member on Sunday. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Expand Project Stakeholders** | | | *Seth* | | *August 23, 2024* |
| * **Reclassify Project Requirements** | | | *Seth* | | *August 23, 2024* |
| * **Add to Risk Register** | | | *Matthew* | | *August 23, 2024* |
| * **Update KPI Section** | | | *Henry* | | *August 23, 2024* |
| * **Complete Assigned Sections and Add to Shared Document** | | | *All* | | *August 23, 2024* |
| * **Format Document for Submission** | | | *Matthew* | | *August 24, 2024* |
|  | | | | | |
| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Late Lab | | | | | |
| **Date & Time** | Saturday, August 23, 2024 1:00pm | | | | | |

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**Minutes  
IT Project Management Plan  
Meeting No. 5**

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| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus Late Lab, Room LB128 | | | | |
| **Date & Time** | Saturday, August 24, 2024 1:00pm | | | | |
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| **Contributors** | Henry Richardson Matthew CrossSeth Kalantzis | | | *Meeting Facilitator Secretary* | |
|  | | | | | |
| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Expand Project Stakeholders**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Reclassify Project Requirements**  ***Owner:*** *Seth*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Add to Risk Register**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Update KPI Section**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Completed and added to the shared document. | | | |
| **Complete Assigned Sections and Add to Shared Document**  ***Owner:*** *All*  ***Status:*** *Completed* | | * All report sections (except for Critical Path Analysis) drafted and added to the shared document. | | | |
| **Format Document for Submission**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress* | | * Add drafted worked formatted in new Microsoft Word document. * Sections to be revised and added before formatting can be completed. | | | |
|  | | | | | |
| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Expand Scope Management**  ***Owner:*** *Henry* | | * Scope Management section reviewed, and additional points added to each of the sections. | | | |
| **Limitations and Constraints**  ***Owner:*** *Matthew* | | * Identified a subsections within the report which discussed limitations and constraints in the approach to this project. Primarily focused on the inherent limitations of small-scale student projects. * Decision was made to cut these subsections from the report. | | | |
| **Risk Register Ownerships**  ***Owner:*** *Seth* | | * Updated ownership of certain risks. * Identified that ownership was hard to distribute as the project team consists of only 3 members. | | | |
| **Inclusion of images in the Monitor and Control section**  ***Owner:*** *Henry* | | * Sample Change Log added to the Monitor and Control Section. * Sample Burndown Chart added to the Monitor and Control Section. | | | |
| **Closure Plan**  ***Owner:*** *Matthew* | | * Review of Closure Plan and Acceptance Criteria. * Additions made to cover all ‘Must-Have’ requirements in the project scope. | | | |
| **Standardisation of References**  ***Owner:*** *Matthew* | | * Review of references identified some slight differences in reference style. * All references reviewed and standardised to Harvard style as per the project requirements. | | | |
| **Critical Path Analysis**  ***Owner:*** *Henry* | | * Critical Path Analysis completed collaboratively now that scope and schedule have been finalised. | | | |
| **Group Contribution Form**  ***Owner:*** *Seth* | | * Discuss team contributions and fill in contribution form together. * All team members contributed substantially and equally to the project. * Communication within the team was exceptional throughout the project. * Team happy to award full marks to all team members for contribution. | | | |
| **Finalize Project for Submission**  ***Owner:*** *Matthew* | | * Team had reviewed all sections of the report together and is happy that the submission meets the project requirements. * Project Report to be formatted by Matthew and shared with the team for submission. * Meeting minutes to be consolidated by Matthew and shared with the team for submission. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Format Report** | | | *Matthew* | | *August 24, 2024* |
| * **Consolidate Meeting Minutes to a Single Document** | | | *Matthew* | | *August 24, 2024* |
| * **Submit Assignment** | | | *All* | | *August 25, 2024* |
|  | | | | | |
| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | | |
| **Date & Time** | Tuesday, August 27, 2024 8:30am | | | | | |

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