



IIT A2 – MS TEAMS ARTIFACTS

Microsoft Teams Meeting Technology Artifacts

[Abstract](#)

This PDF outlines the Microsoft Teams Activity of Group 30

GROUP 30: SCOTT PERCIVAL, MEG MARONI, BRONAGH FALLOON,
MALACHI CLELAND, PATRICK REYES

[Email address]

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Agenda Notes

270622 Meeting 1

- Team member introductions
- Team Name
- Scheduling Setup
- Review Assessment 2 Criteria
- Discuss Next steps

300622 Meeting 2

- Current tasks progression
- Team Name: Discussion & Decision
- Team Roles: Discussion & Decision
- Team Expectations
- Roster for hosting meetings & taking minutes
- A2 Content we can start now – Assign
 - Team Profile (5%)
 - Ideal Jobs (Part of Team Profile)
 - Tools (5%)
 - Industry Data (10%)
 - IT Technologies
 - Decide on 4 topics & Assign
 - Web development
- IT Work – Interview discuss
- Project Ideas discuss
- Final comments/questions

040722 Meeting 3

- Everyone okay with their Roles?
- Progress on tasks
 - Ideal jobs for profile section
 - Tools section
 - Analysing industry data
 - IT tools
 - Personality section for profile section

- Group website?
- Team Name: Outcome
- Project
- Look at project feedback next meeting
- IT interview?
- A2 First draft date 11/7/22

070722 Meeting 4

- Review of meeting 3 actions status
- Review and Update Tasks in Teams
- Discuss A1 marks + feedback
- Review roles and responsibilities
- Discuss process for pushing commits to GitHub
- Discuss Jason withdrawing from course

120722 Meeting 5

- Check everyone's current status and progress
- Reformatting content involving Jason
- Project Progress
- GitHub Progress
- Interview
- Next steps

140722 Meeting 6

- Check-in- How is everyone feeling?
- Notes/Any additions to the Agenda
- Content Upload Progress
- Group Contribution content & general Discussion
- A2 Draft Review- A2 Check Link
- Content Next steps
- Meetings, Schedules & Deadlines

Recording Links

27/06/2022

[Agenda Recording Actions](#)

30/06/2022

[Agenda Recording Actions](#)

04/07/2022

[Agenda Recording Actions](#)

07/07/2022

[Agenda Recording Actions](#)

12/07/2022

[Agenda Recording Actions](#)

14/07/2022

[Agenda Recording Actions](#)

Minutes / Action Notes

270622 Meeting 1

Attendance

- Bronagh
- Malachi
- Meg – Minute taker
- Patrick
- Scott- Organizer

Minutes

Introductions & Team name

- Team name to be determined as we develop ourselves as a group/discover our project
- Scott Intro: Currently in system administration, been in the industry 15 years and wanting to pursue a degree
- Meg intro: Works in DOE as TSO for past 2 years, wanting to pursue the degree to achieve a different role in a more specialized field.
- Patrick intro: worked in it on and off since 2007. Wanting to get a degree which is why he is pursuing this course. Working history related to helpdesk/desktop/ bespoke application support in retail industry.
- Bronagh intro: currently works in a roller blind producing factory, wanting to pursue IT for future careers.
- Mal intro: Currently studding both intro units with the goal of the bach degree, working in between jobs with plans to move to Melbourne.

Scheduling Decisions:

- Everyone happy for 7pm meeting on Mondays (weekly), Jason's availability to be determined (recordings available for Mondays and minutes)
- Do all further discussion in Microsoft Teams as per assignment criteria and importance to have evidence
- Second weekly meeting Thursday 7:00pm

Review of Assessment 2 Criteria:

- Sharing our A1 links in teams for transparency and opportunity to discuss as per assignment requirements
 - Use chat
- Patrick in command for GitHub setup for A2

- Team name, think of ideas and will be discussed in the next meeting
- **Personal Info:** Condense individual components and re-work slightly for this section
- **Team profile:** include results and a link or transcript of a discussion about each of our results and how they intertwine
- **Ideal jobs:** Assignment suggests a table? Ask David for further specification
- **Tools:** Scott happy to paste our relevant links in the group on Canvas
- **Industry Data:** each person will get a question, assignment comes later
- **IT Work:** common themes from ideal job may emerge from discussions, find a professional based on these themes.
- Brainstorm questions that would be interview worthy or we would want to ask a professional and combine questions to be interview ready.
- **IT Technologies:** pick a topic and write, 4 people?
- **Project ideas:** further discussion as things become clear and shared over the week
- **Meetings:** everyone have a turn of hosting and minute taking (6 sessions approx., should be achievable)
Next Thursday Meg host, Scott minutes,
Following Monday: Bronagh host, Patrick minutes
Thursday: Patrick host, Bronagh minutes?

Monday: Mal host, Jason minutes?

Thursday: Jason host, mal minutes?

Next Steps:

Meg - make actions for Thursday

Post A1 Link in chat!

Other:

Expected meeting minutes: 25-45 minutes

Task planner run-through: create tasks and utilize for organization (in tabs 'Team Tasks & Planner') - check this out

Actions

- **Everyone**
 - Post their Assessment 1 website link in the teams chat
 - Think of team name ideas to share and discuss
 - Read the Assessment 2 task thoroughly
 - Check out and contribute to the Assessment Report template (should you feel the need to)
 - Read through each members A1
- **Patrick**
 - to make github repository and invite other team members
- **Meg**
 - Prepare agenda for Thursday meeting

300622 Meeting 2

Attendance

- Bronagh
- Meg – Organiser
- Scott- Minute Taker
- Jason

Actions:

Everyone

- Condense Individual profile to approx 300 words and paste it into A2 Report
- Informal Meeting Sunday to discuss Project ideas (Record it?)
- Everyone to Vote on Team name
- To review in next meeting about who to interview, who will do the interview

-

Scott

- To oversee the PDF report section
- Create form to vote on team name
- Ideal jobs scott will collect the results and put into table
- Discuss with Patrick to discuss tools section is satisfied
-

Meg

- Meg will do analyze on industry data
- Meg is going to do one section of IT tools and will do machine learning

Bronagh

- Bronagh will do one section of IT and Will do crypto currency
- Bronagh to host meeting Monday
- Bronagh to do agenda for Meeting Monday
- Bronagh to compile personality test in team profile section
-

Malachi

- To do IT technology on area he wants that isn't already being done
-

Jason

- Jason will do one section of IT tools and will do the cloud
- Jason do minutes next Thursday
- Jason to do hosting last Thursday meeting

Patrick

- To oversee the website section of the report
- Discuss with Scott the tools section is satisfied

Minutes:

Minutes (Thursday 30/06/2022):

Attendance

- **Mal couldn't attend technical issues**
- **Patrick No show**

Current tasks

- Everyone is on top of it

Team Name: Discussion & Decision

- Team names Group 30 or Team TBD
- Scott to create a form to vote on the two and decide

Team Roles: Discussion & Decision

- "Team leaders" basically over 2 primary report section
 - PDF report section
 - Scott to overview
 - Website Section
 - Patrick overview

Team Expectations

- When should we have the first draft done by before the last meeting
- Organize extra minute if need be to review draft before submission
-

Roster for hosting meetings & taking minutes

- Bronagh to host meeting Monday
- Bronagh to do minutes the following next Thursday
- Jason to do minutes next Thursday
- Jason to do hosting last Thursday
-

A2 Content we can start now – Assign

- Team Profile (5%)
 - Everyone to enter in their own personal information and condense it down to about 300 words
 - Everyone to add the personality tests as well not including the questions
- Ideal Jobs (Part of Team Profile)
 - Scott Will do collect the results and put it into the table
- Tools (5%)
 - Scott and Patrick to review the tool section is satisfied
- Industry Data (10%)
 - Meg to do it
- IT work
 - To review later on – consider finding a software engineer or project manager
 - Jason has some questions
- IT Technologies
 - Vote on doing each section and either have one or two person per section based on voting
 - Meg is going to do machine learning
 - Jason is going to do the cloud
 - Bronagh will do crypto currency
 - Malachi to pick one he wanted

Any last thoughts/Misc

- Meg put together profiles in a nice little word section
- Do an informal meeting on Sunday evening to go over projects ideas
 - Meg, Jason and Scott and Bronagh are available Will reach out to Malachi and Patrick
- Those with IT professional experience can offer the other teams to be the person that team interviews good chance for some experience and be on the other side of the table

040722 Meeting 3

Attendance:

- Meg
- Bronagh (Organizer)
- Scott
- Malachi

Actions:

- Everyone
 - Review project feedback
 - IT interview – Everyone have a go at reaching out and calling to get one booked this week
 - Draft Due 11/7/22
- If possible
 - Continue working on designated components as planned
 - Read and Provide feedback on Scott's assignment project for improvements
- Meg
 - finish personality compilation doc
- Patrick
 - MIA - To respond to emails for confirmation to continue

Minutes:

Everyone Happy with their roles?/Progress

- Scott – Yes, moving forward with what he can
- Meg – To make GitHub repository and invite everyone for A2 ASAP, progressing through given tasks so far
- Mal – Happy so far and progressing well
- Bronagh – Happy & progressing as well

Team Name – Final decision

- 'TBD' - yay

Project – Scott Idea we are moving forward with

- Scott: happy to move forward with producing the content as it is mostly done but would love feedback, input, suggested improvements or changes from the team

IT Interview

- Call everyone we know and whoever gets an interview first wins!
- Plan to have an interview within the week

A2 first draft date: Monday 11th July

Other comments

- Patrick to respond to email and check if he is up to date with everything and still okay to continue
- Next Monday for content finalization should be achievable for most, see how Jason feels next meeting
- Review our Assessment feedback and Scott's project feedback once results are in for further improvements
- Meg to finish little personality compilation document

070722 Meeting 4

Attendance:

- Meg
- Bronagh
- Scott
- Malachi

Everyone

- Check emails for GitHub repository invitation Meg sent out and join
- Everyone participates a small paragraph in Industry data (200 words) to the relevant section (last one)
- Put our current written content into A2 V1 document on teams

Scott

- Share A1 feedback about project
- Catch up with Patrick about project before next meeting

Meg

- Book in IT interview with David and update group about time and place

Patrick

- Start working on website build now Meg has provided a skeleton
- Start on IT Technologies section in place of Jason (left group)
- Catch up with Scott about project before next meeting

Bronagh

- Will upload her content to teams doc before she leaves for her week away

Minutes:

Everyone Happy with their roles?/Progress

- Scott – Yes, moving forward with what he can
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[120722 Meeting 5](#)

Attendance:

- Meg
- Patrick
- Mal (Organizer)
- Scott

Everyone

- Finalize content for draft on Thursday
- Do group reflection components on Saturday

Patrick

- Focus on completing written IT technologies content for now
- Upload written content to GitHub website
- Attend IT interview with Meg on Friday (15/07/2022)

Scott

- Continue working on project idea
- Organise next group meeting

Bronagh

- Review interviewee background for prep for interview

Meg

- Hold interview on Friday and give out agenda and questions

Mal

- Get written content done for IT technologies section by Thursday

Minutes:

Check in

- Mal researching Chatter box, to do burning glass data job review

- Meg, finished burning glass data and machine learning. Editing assignment and to organise interview
- Pat, struggling a bit. going to find time to work with Scott on project specific development deployment, tools and tech. 75% done on IT technology needs to upload. Work with meg on the interview
- Scott, working on project and needs help on tool and technologies.

Resign Jason's roles

- Updating website and word doc

Pat and Scott meeting to discuss project on thursday

Discussion on Project

Group reflection and Git repository need to be completed

- Pat to be responsible for uploading to GitHub, will not be done individual
- Will use teams to track contributions

Any hold ups/what needs to be prioritised – Pat

- No hold up
- Meg and Bronagh to do interview
- Pat to prioritise IT and technology

Upload to Assignment V2, has version control

Scott to chair next meeting and Meg to do minute

140722 Meeting 6

Attendance:

- Scott
- Meg
- Mal
- Bronagh
- Everyone
 - Finalise written work by Saturday the latest (Friday ideally)
 - Attend tomorrow's informal meeting for another review @ 7:00pm (15/07/2022)
- Bronagh
 - Attend meeting tomorrow @ 4:50pm
 - Add profile picture
 - Remedy meeting 5 minutes
 - Send through MBTI specifics for spreadsheet
 - Bronagh remedy her duplicated section in the A2 V2 IT Technologies part
 - Write in burning glass data bit
- Meg
 - Attend meeting tomorrow @ 4:50pm
 - Remedy meeting 4 minutes
 - Meg publish website for link and take over production as Patrick MIA

- Mal
 - Submit main/large sections of written content by tomorrow (15/07/2022)
 - Send through MBTI specifics for spreadsheet
 - Write in burning glass data bit
- Patrick (MIA)
 - Submit main/large sections of written content by tomorrow (15/07/2022)
- Scott
 - Continue as planned

Minutes:

- **Check-in- How is everyone feeling?**
 - All around pretty good
- **Notes/Any additions to the Agenda**
 - **Interview**
 - Scheduled and will commence at 5:00pm
 - Another Teams channel was made specifically for the Interview content and meeting to be held: Teams -> Interview
 - Meg to chair
 - Bronagh and Meg will meet at 4:50pm to discuss procession of the meeting
 - Patrick attendance to be determined
 - **Group30_MS.PDF**
 - Other document we need to upload for assignment completion.
 - Draft/template added to General/Files/Assessment Report/Group30-MS_V1
 - **Contribution %**
 - An impartial view on each members active participation. Please review it and we will revise when we get closer to end submission to account for other processes that factor into our other contributions to come to an agreement on contributions
 - **Malachai – sentence in profile**
 - Part didn't seem to make sense to Meg but after explanation it is all fine
 - **Noticed Meetings 4 & 5 Notes are not written up on here**
 - Bronagh will complete the Minutes for Meeting 5 by reviewing and typing up
 - Meg and Mal to complete Minutes for Meeting 4
 - **MBTI – Bronagh & Malachi (specific bits to finish compare sheet)**
 - If Bronagh and Malachi could please send through their specific details for their MBTI results so Meg can update little sheet
 - **Burning Glass Data:**
 - Bronagh and Mal to add their section to how the data reflected their job title and why/why not it changed their opinion
 - **Proofreading**
 - Meg is proofreading and structing the word content a bit. If anything is changed that you are not happy with please let her know.
- **Content Upload Progress**
 - Scott, Meg & Bronagh have uploaded their assigned content so far, just a few tweaks to be had

- Bronagh IT technologies section – one of her sections was duplicated.
 - Mal work to be handed in by tomorrow (15/07/2022)
 - Patrick's work to be determined by tomorrow (15/07/2022)
 - Meg to publish website so far for link
- **A2 Draft Review- A2 Check List:** [Link](#)
 - Checklist completed, please review it to see what needs to be done by each member.
- **Content Next steps**
 - Scott and Meg to begin website by tomorrow should there be any issues.
 - Waiting on Mal and Patrick to submit work
 - Group reflection to be done as a last step on Saturday before submitting assignment.
- **Meetings, Schedules & Deadlines**
 - Another meeting to be held tomorrow to see progress and determine next steps.

MS Teams Invite Link

[Team TBD](#)