# Task Check-in List
## Assessment 2 Intro to IT

## PLEASE ENTER ALL OF YOUR CONTRIBUTIONS IN HERE
## As you do them

| Date | Name | Task |
|---|---|---|
| 25/06/19 | Andrea Leah | Agenda document |
| 25/06/19 | Andrea Leah Tyson | Meet with Tyson contact/find everyone email |
| 25/06/19 | Andrea Leah | Create Outlook group |
| 26/06/19 | Andrea Leah | Create task documents |
| 25/06/19 | Andrea Leah | Create group documents |
| 25/06/19 | Christopher Stephen | Create Rmit Group Facebook |
| 26/06/19 | Andrea Leah | Check emails |
| 26/06/2019 | Christopher Stephen | Job data analysis (Burning Glass Data) |
| 29/06/19 | Andrea Leah | Make notes and add information. Agenda doc amend |
| 29/06/19 | Andrea Leah | Task allocation doc Allocate tasks to members. Sought out timeline. |
| 29/06/19 | Andrea Leah | Email everyone re changes to documents |
| 31/06/19 | Andrea Leah Tyson Horsewell Christopher Stephen Shaun Hains | Meeting 1 |
| 2/07/19 | Tyson | IT technologies - Cloud |
| 02/07/19 | Andrea Leah | Speak to Steven on the phone bring him up to speed |
| 03/07/19 | Andrea Leah | Email Britt |
| 02/07/19 | Andrea | Conduct interview with IT Professional |
| 25-07 | Andrea Tyson | Each day checking where everyone is at and talking about how we are positioned etc |
| 05/07/19 | Andrea | Create interview document |
| 05/07/19 | Andrea Leah Tyson Horsewell Britt James Reid Steven Tsaklis Shaun Hains | Meeting 2 |
| 07/07/19 | Andrea Leah | Update Task list |
| 07/07/19 | Andrea Leah | Email to everyone |
| 07/07/19 | Shaun Hains | I.T technologies – Machine Learning (sent to team member as requested) |
| 09/07/19 | Andrea Leah | Meeting for 9th July document |

| 9/7/2019 | Tyson Horsewell | Hosted Zoom meeting with Christopher, Britt & Shaun in attendance. |
|---|---|---|
| 09/07/19 | Andrea Leah | Burning Glass contribution |
| 09/07/19 | Andrea Leah | Re: meeting |
| 09/07/19 | Shaun Hains | Uploaded document to SharePoint (I.T technologies - Machine Learning) |
| 09/07/19 | Shaun Hains | Group meeting |
| 10/07/19 | Shaun Hains | Burning Glass ideal job |
| 10/07/19 | Shaun Hains | Group review uploaded to SharePoint |
| 10/07/19 | Andrea Leah | Ran Burning glass document through Grammarly and formatted the document organized documents. |
| 10/07/19 | Christopher Stephen | Project idea uploaded to share point. |
| 10/07/19 | Britt Reid | Completed and uploaded team and some individual profiles to Sharepoint |
| 11/7/2019 | Andrea Leah & Tyson Horsewell & Christopher Stephen | Worked on Raspberry Pi technology |
| 12/07/19 | Shaun Hains | Edit References and Spelling mistakes on Main Doc |
| 12/07/19 | Shaun Hains | Finished SparkPLUS review |
| 12/07/19 | Shaun Hains | Started Groups review (400 word one) |
| 12/7/2019 | Tyson Horsewell | Hosted Zoom meeting – Andrea, Britt & Christopher in attendance. About 1 hour. |
| 12/07/19 | Britt Reid | Completed Autonomous Vehicles tech report |
| 12/07/19 | Britt Reid | Completed personal Burning Glass summation |
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