

Assessment Task 2 – Team # 12 (now officially Team stockIT)

Actions from 3rd team meeting

Time: 7PM
Date: 30/09/2021
Place: Microsoft Teams
Chair: Tetsu Watanabe

1.1 *Attendees*

Ahmet Akgun
Brandon McPherson
Hugo Hughes
Taylen Anderson
Tetsu Watanabe
Tim Prast

1.2 *Apologies*

Nil

1.3 *Actions arising from the meeting*

- It was agreed that the allocated tasks and assignment schedule prepared by Tetsu were adopted.
- Brandon presented the list of questions to be used for the interview with an IT professional. It was unanimously agreed that the list presented are to be used for the interview. Brandon also confirmed that an interview will be scheduled in the week starting 4th of October. Tim and/or Hugo may also participate in the interview subject to their availability.
- There were some suggestions made in relation to the team's project plan. Tim will create a mind map based on the discussions/suggestions and share it with the team, possibly on the same day of this meeting.
- Hugo raised potential issue with Burning Glass data being outdated for the purpose of Industry Data section. He suggested that additional industry data/information be used to supplement Burning Glass data. It was agreed that Hugo contact the lecturer to confirm if his plan is acceptable.
- It was determined that Tetsu chairs as well as prepares agenda & actions for all future meetings. This enables the team to efficiently centralise meeting records.
- It was resolved that the team's regular meetings will be held at 7pm AEST each Thursday and Sunday.

1.4 *Next Meeting*

Sunday 3/10/2021 7pm AEST

Meeting recoding:

https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443_student_rmit_edu_au/EdRrj_ZgTeJImqLpzmVtO4Bu0cXbfbtUugt08C9nuOlpw