

Assessment Task 2 – Team # 12

Actions from 2nd team meeting

Time: 7PM
Date: 26/09/2021
Place: Microsoft Teams
Chair: Tim Prast

1.1 Attendees

Ahmet Akgun
Brandon McPherson
Taylen Anderson
Tetsu Watanabe
Tim Prast

1.2 Apologies

Hugo Hughes

1.3 Actions arising from the meeting

- Discussion on IT projects, which ones to do
- “stock-take-IT”
 - Build upon the idea and the concept makes it ours
 - Flesh out more, Is it applicable?
- Sharepoint drive from Brandon to share document uploads
- Discussed Project management ideas
 - Roles
 - What they are, what they do and Who would fill which role (not specifics just rough ideas)
- Key sections of the assignment
 - Industry Data, IT Work and IT Technologies
- Microsoft Teams admin
 - Logistics of chat channels
 - New channels for each roles/team/assignment groups
 - Separate channels for better workflow
 - Channels for communicating for everyday use, bigger content tackled in the meetings
- The following should be completed by Monday 27th 6pm AEST by each member
 - Add 2 strengths and weaknesses in Excel: the project plan
 - Add preferred tasks to be allocated in Excel: the project plan

1.4 Next Meeting

Thursday 30/09/2021 – Time TBC, please post in chat your best times

Meeting recoding:

https://rmiteduau.sharepoint.com/sites/Assessment2team/Shared%20Documents/General/Recordings/Meeting%20in%20_General_-20210926_170915-Meeting%20Recording.mp4