

Assessment Task 2 – Team # 12 (Team stockIT)

Actions from 7th team meeting

Time: 7PM
Date: 14/10/2021
Place: Microsoft Teams
Chair: Tetsu Watanabe

1.1 Attendees

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

1.2 Apologies

1.3 Actions arising from the meeting

- Tetsu presented an excel spreadsheet titled Assignment 2 -Planning – 20211014-20211017 and explained the remaining tasks to be completed.
- The group agreed with responsible members for each remaining tasks as well as due date for completing these tasks.
The group discussed about Harvard referring styles.
Tetsu presented the status of PDF report.
Hugo noted that he would like someone else to do second review of contents that he reviewed already. The group decided it was not necessary as the group believed that his writing skill is good.
The group decided that both group PDF report and signed contribution form were to be submitted by Tetsu on the due date of assignment.
The group briefly discussed about the assignment 3. The group further agreed to brainstorm about this topic in the next meeting scheduled after the submission of assignment 2.

1.4 Next Meeting

Sunday 17/10/2021 7pm AEST

Meeting recoding:

https://rmiteduau-my.sharepoint.com/:v/g/personal/s3923443_student_rmit_edu_au/EbdDKMfMUUZEpvZpwsRjafUB-0xX52wps3_laCTmv-B_vw