

# **Assessment 2**

## **MS TEAMS METING TECHNOLOGY ARTIFACTS**

### **Produced by**

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## MS TEAMS INVITE LINK

<https://teams.microsoft.com/l/team/19%3a9Myjlii3NQaWmcpGtjxWffQmZgmL-1rA13fQ8CUmn6g1%40thread.tacv2/conversations?groupId=24f3f6bd-b9be-4a72-8a4f-c982e853354a&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>

Please note that we have used the chats section for most of the group's conversation and collaboration. If you require access to our chat's history, please contact our team leader, Tetsu Watanabe, via email: [s3923443@student.rmit.edu.au](mailto:s3923443@student.rmit.edu.au).

## MEETINGS

We have held the following 7 official team meetings during the preparation of the group Assignment 2.

### Meeting 1

24/09/21 [Agenda Recording Actions](#)

### Meeting 2

26/09/21 [Agenda Recording Actions](#)

### Meeting 3

30/09/21 [Agenda Recording Actions](#)

### Meeting 4

03/09/21 [Agenda Recording Actions](#)

### Meeting 5

07/09/21 [Agenda Recording Actions](#)

### Meeting 6

10/09/21 [Agenda Recording Actions](#)

### Meeting 7

14/09/21 [Agenda Recording Actions](#)

## MEETING 1

# Meeting Agenda -Meeting 1 (A2 stockIT)

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Location: Microsoft Team

Date: 24/09/2021

Time: 7:00 PM AEST

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### Agenda details:

- I. Brief Introduction of each member
  - a. Personal backgrounds
  - b. Skill sets and prior work/study experiences
  - c. Time availability to work on Assignment 2
- II. Future communications
  - a. Microsoft Teams vs Canvas
  - b. Communication rules, etc
- III. Discussion regarding Assignment 2
  - a. Understand what we need to do
  - b. Brainstorm how we can manage it
- IV. Goal settings
  - a. List up tasks that need to be done by the next meeting
- V. Others
- VI. Schedule next meeting
  - a. Date and time of the next meeting
  - b. Appointment of the meeting chair & minutes taker etc.

## **Actions from 1<sup>st</sup> team meeting**

**Time:** 7PM  
**Date:** 24/09/2021  
**Place:** Microsoft Teams  
**Chair:** Tetsu Watanabe

### **1.1 Attendees**

Ahmet Akgun  
Brandon McPherson  
Hugo Hughes  
Taylen Anderson  
Tetsu Watanabe

### **1.2 Apologies**

Tim Prast

### **1.3 Actions arising from the meeting**

- Each member is to share their Assignment 1 via Microsoft Teams
- Each member is to review members' assignment 1 before the next meeting
- Each member is to review the assignment 2 requirements and think about the team's project idea
- Hugo to chair the next meeting scheduled on Sunday 26.09.2021
- Hugo to send the meeting request to each member for the meeting Sunday 26.09.2021

### **1.4 Next Meeting**

Sunday 26/09/2021 7pm AEST

Meeting recoding:

[https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443\\_student\\_rmit\\_edu\\_au/Ebwh7irDmj5Jja61mlm6sBQBfEd\\_BPkcwkOoezn-ISC5wog](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443_student_rmit_edu_au/Ebwh7irDmj5Jja61mlm6sBQBfEd_BPkcwkOoezn-ISC5wog)

## MEETING 2

# Meeting Agenda -Meeting 2 (A2 stockIT)

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Location: Microsoft Team

Date: 26/09/2021

Time: 7:00 PM AEST

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### Agenda details:

- I. Project Plan
- II. Project Management
  - a. Roles
  - b. Task allocation
- III. Microsoft team admin
  - a. Use of chats vs channel
- IV. Schedule next meeting

## **Actions from 2<sup>nd</sup> 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://rmitteduau.sharepoint.com/sites/Assessment2team/Shared%20Documents/General/Recordings/Meeting%20in%20\\_General\\_-20210926\\_170915-Meeting%20Recording.mp4](https://rmitteduau.sharepoint.com/sites/Assessment2team/Shared%20Documents/General/Recordings/Meeting%20in%20_General_-20210926_170915-Meeting%20Recording.mp4)

### **MEETING 3**

## **Meeting Agenda -Meeting 3 (A2 stockIT)**

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Location: Microsoft Team

Date: 30/09/2021

Time: 7:00 PM AEST

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### **Agenda details:**

- I. Confirmation of Assignment 2 task responsibilities and schedule
  - a. Confirm what need to be completed by COB Monday 4/10/2021
  - b. Discuss any change of schedule or reallocation of allocated tasks
- II. Discussion about IT Work
  - a. Brief discussion about list of questions



- III. Discussion about project plan
  - a. Tim to present mind mappings
- IV. Others
  - a. Meeting chair, agenda and actions going forward
- V. Schedule next meeting

## **Actions from 3<sup>rd</sup> 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 4<sup>th</sup> 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/EdRj\\_ZgTeJImqLpzpmVtO4Bu0cXbfb-tUugt08C9nuOlpw](https://rmiteduau-my.sharepoint.com/:v/g/personal/s3923443_student_rmit_edu_au/EdRj_ZgTeJImqLpzpmVtO4Bu0cXbfb-tUugt08C9nuOlpw)

### **MEETING 4**

## **Meeting Agenda -Meeting 4 (A2 stockIT)**

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Location: Microsoft Teams

Date: 3/10/2021

Time: 7:00 PM AEST

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#### **Agenda details:**

- I. The website
  - a. Confirm the current status and provide feedback
- II. Industry Data
  - a. Confirm the current status

- III. IT Technologies
  - a. Confirm the current status
- IV. IT Work
  - a. Confirm the current status
- V. IT Projects
  - a. Confirm the current status and brief discussion
- VI. Others
- VII. Schedule next meeting

## **Actions from 4<sup>th</sup> team meeting**

**Time:** 7PM  
**Date:** 3/10/2021  
**Place:** Microsoft Teams  
**Chair:** Tetsu Watanabe

### **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**

- Brandon noted that he secured an interview with his colleague. He will organise the interview in the week ending 8<sup>th</sup> October. He also stated that he started reviewing some Youtube videos if the interview did not go ahead as planned.
- Taylen noted that he was on track with his allocated task.
- Ahmet noted that his computer had been broken and under repair. He requested the due date extension of his allocated task: IT Work 1, and the extension was granted by Tuesday 5<sup>th</sup> October 2021.
- Tim noted that he believed he had a good idea of what the team would like to do with the project plan. He will try to complete the draft for the

team to review by Thursday, 7<sup>th</sup> October 2021. He also mentioned that we would need to think about the assignment 3 as we need to present tangible artifacts about the project plan. The team had a brief discussion about the matter.

- Tetsu requested members upload a draft version of each component of assignment 2 in the file section of Teams (this was later changed to GitHub).
- Tetsu noted that Personal Information and Ideal Jobs were almost completed and ready for Brandon's review.

#### 1.4 **Next Meeting**

Thursday 7/10/2021 7pm AEST

Meeting recoding:

[https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443\\_student\\_rmit\\_edu\\_au/EZwN-z2QGuUFFkYaoMYCrnVEB7UBqpK32562hWVkl\\_\\_XGfQ](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443_student_rmit_edu_au/EZwN-z2QGuUFFkYaoMYCrnVEB7UBqpK32562hWVkl__XGfQ)

### MEETING 5

## Meeting Agenda -Meeting 5 (A2 stockIT)

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Location: Microsoft Teams

Date: 7/10/2021

Time: 7:00 PM AEST

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#### Agenda details:

- I. Progress review
  - a. Team Profile (Tetsu)
  - b. Tools (Taylen)
  - c. Industry Data (Hugo)
  - d. IT Work (
  - e. IT Technologies (Ahmet & Hugo)
  - f. Project Ideas (Tim)

- g. Feedback – SparkPLUS (Tetsu)
  - h. Group Reflection (Tetsu)
- II. Possible reallocation of tasks (Tetsu)
- III. GitHub (Taylen)
  - a. Discuss how to share draft/final assignment through GitHub
- IV. Others
  - a. Logo?
- V. Confirm next meeting

## **Actions from 5<sup>th</sup> team meeting**

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

### **1.2 Attendees**

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

### **1.2 Apologies**

N/A

### **1.3 Actions arising from the meeting**

- Each member presented the status of their work
  - Tetsu is on schedule with Team profile & Ideal jobs
  - Taylen is on schedule with his website – waiting for contents to be completed.
  - There was a brief discussion about details of industry data which was written by Hugo and under review by Brandon.
  - Ahmet has completed IT technology 1 and a half of IT technology 2
  - Hugo has started working on IT technology 4 (Cyber security)

- Tim is on track with project idea. He has already uploaded a draft in Teams which will be further added/amended before being submitted for review.
- Team agreed to try to bring forward our plan to complete all of contents by Sunday 10/10/2021 (Originally Thursday 14/10/2021).
- Taylen requested the group to watch GitHub training Youtube video he created. He also asked the group to try to push a dummy file on the date of meeting to check if it works or not.
- The team agreed to share the workload of proof reading which is assigned to Brandon. Brandon is free to delegate the work as required.
- Tim noted that he has created 3 options of our logos for the team's consideration. He will push them to GitHub.

#### **1.4 Next Meeting**

Sunday 10/10/2021 7pm AEST

Meeting recoding:

[https://rmiteduau-my.sharepoint.com/:v/g/personal/s3923443\\_student\\_rmit\\_edu\\_au/EQDo10g\\_YAZCimWrs8G2oMQB\\_6iO76ZUIpl-hVYmbgFuSNQ](https://rmiteduau-my.sharepoint.com/:v/g/personal/s3923443_student_rmit_edu_au/EQDo10g_YAZCimWrs8G2oMQB_6iO76ZUIpl-hVYmbgFuSNQ)

### **MEETING 6**

## **Meeting Agenda -Meeting 6 (A2 stockIT)**

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Location: Microsoft Teams

Date: 10/10/2021

Time: 7:00 PM AEST

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#### **Agenda details:**

- I. Discussion about the assignment status
  - a. IT technologies

- i. Hugo
  - ii. Ahmet
- b. Group reflection
  - i. Ahmet
  - ii. Brandon
  - iii. Hugo
  - iv. Taylen
- c. Proof Reading
- d. Tools (website and GitHub collaboration)
- e. PDF collation
- f. Spark Plus

II. Logo

III. Others

IV. Confirm next meeting

## **Actions from 6<sup>th</sup> team meeting**

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

### **1.3 Attendees**

Ahmet Akgun  
Brandon McPherson  
Hugo Hughes  
Taylen Anderson  
Tetsu Watanabe

### **1.2 Apologies**

Tim Prast

### **1.3 Actions arising from the meeting**

- Tetsu presented the current status vs the original plan. He noted that there were some delays with IT technologies and project plan.
- Hugo presented the current status for IT technology 4 and his schedule until the completion.

- Tetsu explained the reason for the delay with Ahmet's IT technologies work. Further discussion was made in relation to the possible reallocation of his work.
- Tetsu noted that he would like all of contents ready to be collated in the pdf report by Thursday 14/10/2021 to allow enough time for the final check before the submission of the assignment.
- It was confirmed that Team profile section & IT work were ready for the website and PDF report.
- It was confirmed that Industry data was almost ready for the website and PDF report.
- Tetsu presented a few options for the report design.
- Options for Logo was presented. The team decided to use one of the options for our website and report.

#### **1.4 Next Meeting**

Thursday 14/10/2021 7pm AEST

Meeting recoding:

[https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443\\_student\\_rmit\\_edu\\_au/EQ\\_MP5wrWu9luW0IHnZHgPABSe9RuNbFKx-Ovu0Tef0aCjw](https://rmiteduau-my.sharepoint.com/:v:/g/personal/s3923443_student_rmit_edu_au/EQ_MP5wrWu9luW0IHnZHgPABSe9RuNbFKx-Ovu0Tef0aCjw)

### **MEETING 7**

## **Meeting Agenda -Meeting 7 (A2 stockIT)**

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Location: Microsoft Teams

Date: 14/10/2021

Time: 7:00 PM AEST

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#### **Agenda details:**

- I. Planning for the last 4 days



- II. Report format and Referencing
- III. Others
- IV. Confirm next meeting

## **Actions from 7<sup>th</sup> team meeting**

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

### **1.4 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](https://rmiteduau-my.sharepoint.com/:v/g/personal/s3923443_student_rmit_edu_au/EbdDKMfMUUZEpvZpwsRjafUB-0xX52wps3_laCTmv-B_vw)