

Assessment Task 2 – Team # 12 (Team stockIT)

Actions from 5th team meeting

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

1.1 Attendees

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

1.2 Apologies

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://rmit.edu.au-my.sharepoint.com/:v/g/personal/s3923443_student_rmit_edu_au/EQDo10g_YAZCi_mWrs8G2oMQB_6iO76ZUplhVYmbgFuSNQ