

Meeting Agenda -Meeting 1 (A2 stockIT)

Location: Microsoft Team

Date: 24/09/2021

Time: 7:00 PM AEST

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.

Meeting Agenda -Meeting 2 (A2 stockIT)

Location: Microsoft Team

Date: 26/09/2021

Time: 7:00 PM AEST

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

Meeting Agenda -Meeting 3 (A2 stockIT)

Location: Microsoft Team

Date: 30/09/2021

Time: 7:00 PM AEST

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

Meeting Agenda -Meeting 4 (A2 stockIT)

Location: Microsoft Teams

Date: 3/10/2021

Time: 7:00 PM AEST

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

Meeting Agenda -Meeting 5 (A2 stockIT)

Location: Microsoft Teams

Date: 7/10/2021

Time: 7:00 PM AEST

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

Meeting Agenda -Meeting 6 (A2 stockIT)

Location: Microsoft Teams

Date: 10/10/2021

Time: 7:00 PM AEST

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

Meeting Agenda -Meeting 7 (A2 stockIT)

Location: Microsoft Teams

Date: 14/10/2021

Time: 7:00 PM AEST

Agenda details:

- I. Planning for the last 4 days
- II. Report format and Referencing
- III. Others
- IV. Confirm next meeting