**Assessment Task 2 – Team # 12**

**Actions from 2nd team meeting**

**Time:**  7PM

**Date:**  26/09/2021

**Place:**  Microsoft Teams

**Chair:**  Tim Prast

* 1. ***Attendees***

Ahmet Akgun

Brandon McPherson

Taylen Anderson

Tetsu Watanabe

Tim Prast

* 1. ***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>