# Assessment Task 2 – Team # 12 (Team stockIT)

## Actions from 4th team meeting

**Time:** 7PM

**Date:** 3/10/2021

**Place:** Microsoft Teams

**Chair:** Tetsu Watanabe

#### 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 8th 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 5th 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, 7th 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/EZwNz2QGuUFFkYaoMYCrnVEB7UBqpK32562hWVk1__XGfQ>