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

## Actions from 5th team meeting

**Time:** 7PM

**Date:** 7/10/2021

**Place:** Microsoft Teams

**Chair:** Tetsu Watanabe

#### 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\_6iO76ZUlplhVYmbgFuSNQ