

# WILDCATS A3 MEETING 27<sup>TH</sup> SEP

## AGENDA

- Group Processes
- Format as we go along – DN: We should finalise a template today
  - Shared document to be continually updated as we complete tasks
  - Including Fonts, Size, Body, Headings etc
  - Changing this from A2 as we did this at the very end
- Group Dynamics
  - Continue to work with all aspects of the project and contribute to everything where possible
- Delegate all sections at next meeting

## ACTIONS

- Formatting of documents
- Team Profile
  - Career Plan
    - Have a look and further elaborate from Industry Data in A2
- A2 – needs to be forked
- Group Processes
  - Having a template to work on the final report overtime rather than pushing it towards the final week
  - Inputs on updates
    - Focus on the commenting side of push and pull
    - @ team members to display progression as a team if they're more experienced within that field
  - Project Descriptions
    - 4 roles that need to be created to fit within the scope
  - Images of character creation to be drawn by each team member
- Assignment of tasks
  - Glenn – Career Plan (completed by next class)
  - Daniel – Template for document/Team Profile (completed by next class)
  - Scope Timeline
    - Harmony
  - IT Trends
    - Everyone to look up 1 competitor or similar product and write a paragraph for data research
  - Xavier – Project Description
  - Carisse – mongoDB exploration
  - Brayden -
- Roles
  - Lead/Concept - Harmony
  - Tools -
  - Tech -
  - Testing –
  - Project Management -
- Presentation
  - Location: White wall background
    - Consistency
  - No power point slides
  - Everyone to draw a figure/character to contribute