

MS Teams Link: <https://teams.microsoft.com/l/team/19%3a0qW6feHq654H6j-igd1pppGApyCBvkDU0Qr-6ujWJP81%40thread.tacv2/conversations?groupId=b677d3cd-ec4b-4199-8a9a-18ba9bbd03c4&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>

Note: We mainly used a group chat called “Assignment 2 – Progress” for which an invite link is unable to be created. We are able to invite the lecturers and tutors with the “Add people” function using their e-mail address should it be required.

24/09/22 [Agenda](#) [Recording](#) [Actions](#)

28/09/22 [Agenda](#) [Recording](#) [Actions](#)

01/10/22 [Agenda](#) [Recording](#) [Actions](#)

04/10/22 [Agenda](#) [Recording](#) [Actions](#)

08/10/22 [Agenda](#) [Recording](#) [Actions](#)

11/10/22 [Agenda](#) [Recording](#) [Actions](#)

15/10/22 [Agenda](#) [Recording](#) [Actions](#)

18/10/22 [Agenda](#) [Recording](#) [Actions](#)

22/10/22 [Agenda](#) [Recording](#) [Actions](#)

24/09/22 Agenda

- Start-of-week meeting.
- Introduce ourselves to each other.
- Divide work into parts.
 - Set Deadlines.
- Assign everyone work.

24/09/22 Actions

- **Donny:** Team Profile
- **Vincent:** Team Profile
- **Mahnoor (Nasya):** Tools (keep records)
- **Derek:** Ideal Jobs
- **Nebojsa:** Ideal Jobs
- **Haidar:** Start GitHub, Google docs, repository, setup GitHub pages

28/09/22 Agenda

- Mid-week meeting.
- Ensure everyone is working on assigned work, and assign some more work from Team Profile, Tools, and Industry Data sections.
- Talk about coming meeting to make sure everyone on the same page for meetings.

28/09/22 Actions

- **Donny:** Team Profile
- **Vincent:** Team Profile
- **Mahnoor (Nasya):** Tools (keep records)
- **Derek:** Ideal Jobs
- **Nebojsa:** Ideal Jobs
- **Haidar:** Start GitHub, Google docs, repository, setup GitHub pages

01/10/22 Agenda

- Start-of-week meeting.
- Follow-up on actions from previous weeks; ensure everyone has done/is working on work assigned.
- Discuss and split work for IT Work, and topics for IT Technologies. Ensure everyone understands what is happening.

01/10/22 Actions

- **Donny:** Questions for IT Work interview
- **Vincent:** IT Technology: Cybersecurity
- **Mahnoor (Nasya):** IT Technology: Cybersecurity
- **Derek:** IT Technology
- **Nebojsa:** IT Technology
- **Haidar:** Questions for IT Work interview

04/10/22 Agenda

- Mid-week meeting.
- Ensure everyone working on IT Work and IT Technologies.
- Resolve any issues anyone might have.

04/10/22 Actions

- **Donny:** Questions for IT Work interview
- **Vincent:** IT Technology: Cybersecurity
- **Mahnoor (Nasya):** IT Technology: Cybersecurity
- **Derek:** IT Technology
- **Nebojsa:** IT Technology
- **Haidar:** Questions for IT Work interview

08/10/22 Agenda

- Start-of-week meeting.
- Make sure everyone is working on their assigned tasks in Actions.
- Resolve issues people might have.
- Remind everyone to complete IT Technologies by next meeting

08/10/22 Actions

- **Donny:** IT Technology: Cloud
- **Mahnoor (Nasya):** IT Technology: Cybersecurity
- **Derek:** IT Technology: Machine Learning
- **Nebojsa:** IT Technology: Cloud
- **Haidar:** IT Technology: Raspberry Pis

11/10/22 Agenda

- Mid-week meeting
- Follow up on assigned work
- Resolve any issues people may have
- Finalize IT Project Idea and assign work
- Discuss Team name options, to be finalized by next meeting

11/10/22 Actions

- **Donny:** IT Project Idea, IT Technology: Cloud
- **Mahnoor (Nasya):** IT Technology: Cybersecurity
- **Derek:** IT Project Idea
- **Nebojsa:** IT Technology: Cloud
- **Haidar:** IT Technology: Raspberry Pis

15/10/22 Agenda

- Start-of-week meeting
- Ensure assigned work completed.
- Put content in repository (html, css/template, etc.)
- Edit document
- Finalize Team name

15/10/22 Actions

- **Donny:** Website HTML
- **Mahnoor (Nasya):** CSS for website
- **Derek:** Website HTML
- **Nebojsa:** Website HTML
- **Haidar:** Website HTML

18/10/22 Agenda

- Mid-week meeting
- Follow up on previously assigned work, and ensure all sections in doc are completed.
- Complete any last remaining work
- Ensure HTML and CSS and templates implemented.
- More editing!

18/10/22 Actions

- **Donny:** Website HTML, Editing
- **Mahnoor (Nasya):** CSS for website
- **Derek:** Website HTML, Editing
- **Nebojsa:** Website HTML, Editing, Tools
- **Haidar:** Website HTML, Editing

22/10/22 Agenda

- Final meeting
- Ensure ALL work has been completed or planned to be completed today.
- Ensure GitHub repo up to date
- Ensure website on Github Pages works
- Assign any final touches as needed

22/10/22 Actions

- **Donny:** Group reflection, editing
- **Mahnoor (Nasya):** Group reflection
- **Derek:** Group reflection
- **Nebojsa:** Group reflection, editing
- **Haidar:** Group reflection