

Week 7 Meeting Minutes

15/10/2020

15 OCTOBER 2020 / 12:00 - 1:00 PM / Zoom Meeting

ATTENDEES

Ken Ren Voon, Alex Wong, Samantha Chew, Andrew Auwyang, Lou Irish Gonzales

AGENDA

Last Meeting Follow-up

1. N/A - this is the first meeting.

New Business

- Create repository and google drive
- Added Tutor (Bernard) to repository
- Discuss meeting times for the upcoming weeks.
- Collaborative work on the tutorial task.
- Discussion on how to approach mini-assignment 8.
- Discussion on how to approach Assignment 2.

NOTES

- All members in attendance.
- Assigned roles for Assignment 2:
 - Team Manager - Alex
 - Team Tracker - Lou
 - Editor - Samantha
 - GitHub Editor - Ken
 - Tester - Andrew
- Task allocations are mostly guidelines. Members can help one another out throughout the process.

- **Task allocations for Week 8 Mini Assignment:**

- **Malaysia :** Ken
- **Japan:** Samantha
- **Germany:** Andrew
- **Philippines:** Lou
- **Italy:** Alex

ACTION ITEMS

1. **Schedule weekly meeting times:** Every Monday from 8:30 PM – 9:30 PM
(Australian Eastern Standard Time)
2. **All members begin work on assigned tasks for mini-assignment 8.**

NEXT WEEK'S AGENDA

- Compile findings from allocated tasks, and prepare them for mini-assignment 8.
- Discuss next steps on Assignment 2.