

# Week 7 Meeting Minutes

## 15/10/2020

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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.

Note: Left this here for reference, feel free to delete if we no longer need it.

**Group Name:** DATA3406\_12Green\_Group6

**Project:** 4-Denny-PeerWise

### Team Members

	Name	Unikey	SID
A	Alex Wong	awon6941	470066919
B	Ken Ren Voon	kvoo2843	480219084
C	Samantha Chew	sche4003	480380926
D	Leslie Zhao	zzha3612	489977299
E	Chunfei Yu	chyu9186	480211136

1. Identify a scribe to create minutes for your meeting.

Ken Ren Voon

- List people present and if any were not present for the full time.
  - **Present:**
    - Alex Wong
    - Ken Ren Voon
    - Samantha Chew
    - Leslie Zhao
    - Chunfei Yu
  - **Absent:**
    - None, all present.
- List details of \* items below.
  - Discuss team member's schedules - identify meeting times (see below).
  - A separate google doc will be created

2. \* Identify at least 2 hours in the week that the group can meet to work together on this assignment through to Week 5. (Working synchronously is really effective.)

- Wednesdays, 10:00 AM - 12:00 PM

3. Read Assignment 1 overview and assessment

<https://canvas.sydney.edu.au/courses/25520/assignments/233956>

4. Read the mini-assignment for Week 3.

<https://canvas.sydney.edu.au/courses/25520/assignments/235592>

5. Plan the group work on the slides

- Create the Google slides and share them as above

[https://docs.google.com/document/d/1ZMD7NilaS\\_dV51PwMuHqQcKRe1ORd04m5Pb4NEZphuA/edit](https://docs.google.com/document/d/1ZMD7NilaS_dV51PwMuHqQcKRe1ORd04m5Pb4NEZphuA/edit)

- Allocate people to be mainly responsible for drafting, then finalising the slides

To be discussed