

A2 Group 54's Meeting Minutes Records

Meeting 1:

Date: 08/09/24

Time: 7:10 – 7:30pm

Team members: Anthony, Angela, Yousf

Meeting overview:

- Team member role overview.
- Going over website template (finding out the details we need to fill out, etc).
- Present research.
- Clarifying brief, ensuring all members are on the same page.
- Schedule the next meeting.

Meeting 2:

Date: 17/09/24

Time: 12:00pm – 2:00pm (Lab)

Team members: Anthony, Angela, Yousf

Meeting overview:

- Refining presentation content.
- Research for statistics on recommendation algorithms.
- Presentation roles.
- Discuss presentation with TA.
- Work progress check-up.

Meeting 3:

Date: 18/09/24

Time: 6:00pm – 6:40pm

Team members: Anthony, Angela, Yousf

Meeting overview:

- Researching statistics relating to the effects of recommendation algorithms for group presentation.
- Adding our research to the speech script.
- Editing PowerPoint to include our new research.
- Clarifying presentation roles and tasks.

Meeting 4:

Date: 25/09/24

Time: 4:30pm – 4:45pm

Team members: Anthony, Angela, Yousf

Meeting overview:

- Decide which webpage each person will work on.
- Go over marking scheme.
- Peer review current work.

Meeting 5:

Date: 29/09/24

Time: 5:30pm – 5:45pm

Team members: Anthony, Yousf

Meeting overview:

- Going over sub-topics for the risks page.
- Peer review.
- Finding scholar articles for risks and choices pages.
- Creating subheadings for risk and choices topics.

Meeting 6:

Date: 01/10/24

Time: 12:00pm – 2:00pm (Lab)

Team members: Anthony, Angela, Yousf

Meeting overview:

- Going over current work with TA:
 - o Review choices, risks and opportunities pages.
 - o Ensuring content on website is up to standard.
- Going over what's next:
 - o Ensure everything is cited to the APA standards.
 - o Revise and update drafts for each page.
 - o Add conclusions.

Meeting 7:

(Last team meeting prior to submission)

Date: 08/10/24

Time: 12:00pm – 2:00pm (Lab)

Team members: Anthony, Angela, Yousf

Meeting overview:

- Going over finalised work with TA:
 - o General overview of the website and final specifics to be confirmed.
 - o Team discussions regarding whether anything is missing within the website.
- Team submission following final check-ups:
 - o Team Leader confirms Assignment 2 Part 2 submission is posted to Canvas (zipped folder with all files included).