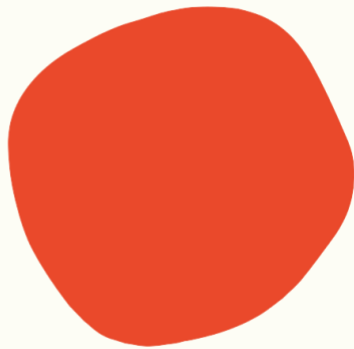# Assignment 3
Introduction to Information Technology

Linguistic rights
are human rights.

MS Teams Information

Invite Link

https://teams.microsoft.com/l/channel/19%3ac4e91cc157eb4c6d9dcd6d72bd915bd1%40thread.tacv2/General?groupId=4706063a-bdc4-414e-8c48-e2e23ffb0723&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b

Meeting 1

https://web.microsoftstream.com/video/aa686ff3-7175-4c9e-aa9f-d6a19a2fdcf6

DATE: 29.04.21
TIME: 8:30PM AEST
PRESENT: DAN, ERIN, HARRISON, NICK
CHAIR: ERIN
RECORDING: https://web.microsoftstream.com/video/aa686ff3-7175-4c9e-aa9f-d6a19a2fdcf6

DESCRIPTION	OUTCOME	ASSIGNE	DEADLIN
Define project scope	Write Project Scope Statement	Team	
TeamGantt	Send emails to Erin so she can invite to project (30-day free trial avail)	Team	Tomorrow
Artefacts	Discuss possible artefacts + software/systems needed to create them	Team	
Sparkplus	Reminder submissions are due soon	Team	2nd May
Scrum Methodology	-Self-organising, cross-functional team -Whole team makes decisions together, no leader -Project progresses by a series of time-constrained, pre-planned 'sprints'	Team	
A2 Restrospective	-Run through QC submission requirements	Erin/team	
Figma	Example prototype		
A5 draft submission due	Storyboard: script, points we're planning to cover, essentially a mockup	Team	
Work location	Google Doc: https://docs.google.com/document/d/1eZPpYAsVFKpaNNhVmOtQo1hn1YMHEqESihuJ7DMHEoY/edit#	Team	
Infrastructure	Setup platforms		
Team meetings	Confirmed new meeting time of Monday & Friday at 8PM to accomdate all team members	Team	

Meeting 2

https://web.microsoftstream.com/video/f46e6b85-ccb5-496d-b964-90da15699f56

DATE: 03.05.21
TIME: 8:00PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON, MAT, ABBY
CHAIR: NICK
RECORDING: https://web.microsoftstream.com/video/f46e6b85-ccb5-496d-b964-90da15699f56

DESCRIPTION	OUTCOME	ASSIGNED TO	DEADLINE
PM software	Switch from TeamGantt to Monday - Erin to invite team to join	Erin	4th May 9am
App Map	Paper mockups + doc for page design & functionality	Erin & Nick	
Scope Planning	Brainstorm and list all tasks & deliverables in the Project Scope Statement	Team	
Video	Storyboard due end of this week, any takers on fleshing out script/talking points/paper mockups?	Mat	
Division of Labour	Breakdown team into teams: - UI/UX Design: Erin & Nick - Research & Content writing team: Harrison, Dan & Abby - Production team: Mat - Project Management: Erin & Dan?	Team	Tonight

Meeting 3

https://web.microsoftstream.com/video/baa512d8-ca96-41b7-b3be-83674b398535

DATE: 07.05.21
TIME: 8:00PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON, MAT
CHAIR: Team
RECORDING: https://web.microsoftstream.com/video/baa512d8-ca96-41b7-b3be-83674b398535

DESCRIPTION	OUTCOME	ASSIGNED TO	DEADLINE
Monday Update	Has anyone not joined the project? Erin to move tasks from SOW to Monday	Erin/team	Monday
A5 Storyboard	Script 3/4 complete, Mat to finish and produce storyboard this weekend	Mat	Sunday 5pm
Video	Mat to work exclusively on A5 moving forward to produce highest quality end result possible	Team	Saturday 8pm
Scope of Works doc	Almost complete, Erin to finish over the weekend	Erin	Monday meeting
Overview & Landscape section	Harrison working on Overview & researching landscape	Harrison	Friday meeting
Motivations	Global problems alleviated, mission statement	Abby	
Gantt tute	Erin to post logins to TeamGantt to follow tutorials	Erin	Saturday morn
Plans & Progress	Almost completed	Dan	
Aims	Dan to work on this over the weekend	Dan	
Github	Fork A2 in Github, upload files to repo	Nick	

Meeting 4

https://web.microsoftstream.com/video/d339a6a2-08af-4ce0-9ec9-d530daafdfdd

DATE: 10.05.21
TIME: 8:00PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON, MAT, ABBY
CHAIR: Team
RECORDING: https://web.microsoftstream.com/video/d339a6a2-08af-4ce0-9ec9-d530daafdfdd

DESCRIPTION	OUTCOME	ASSIGNED TO	DEADLINE
Video	Abby & Harrison to do voice element	Abby/Harrison	Mon 17th
Script	Mat to write script with Erin's help	Mat/Erin	Fri 14th
Plans & progress	Complete - needs QC (Erin to move final to Google Doc)	Dan/Erin	
Aims	Complete - needs QC (Erin to move final to Google Doc)	Dan/Erin	
Scope of Works	90% complete	Erin	Wed
Overview & Landscape	Researching currently	Harrison	
Prototypes & app design	Nick and Erin working on this Wednesday	Erin/Nick	Fri 14th
Report Design	Canva templates	Erin/Nick	
Testing	External testing measures followed by testing in airports, researching currently	Nick/Erin/Harrison	

Meeting 5

https://web.microsoftstream.com/video/a03f4c54-d0b6-4d31-adc8-214af2a28855

DATE: 13.05.21
TIME: 8:00PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON
CHAIR: Team
RECORDING: https://web.microsoftstream.com/video/a03f4c54-d0b6-4d31-adc8-214af2a28855

DESCRIPTION	OUTCOME	ASSIGNED TO	DEADLINE
1:1 with tutor	Discuss areas of the spec we're unclear on and raise in 1:1 with tutor	Team/Erin	Wed 19th
Script Writing	Abby to help Mat with this	Abby	
Wireframing	Abby to complete	Abby	Wed 19th
Scopes & Limits	Erin to pull from SoW	Erin	Sun 16th
Roles	Harrison and Erin to work on this	Harrison	Fri 21st
Timeframe	To be presented in a table/graph	Abby	Fri 21st
SoW	Ensure Abby is across the SoW document and that she can pull information from it for assigned tasks	Nick/Abby	
Risks	Expand on risks from SoW & Risk Mitigation Chart	Erin	Sun 16th
Group Processes & Comms	Create table outlining communication schedule and escalation chart	Dan/Erin	
Skills and Jobs	Flesh out 4 job descriptions - Marketing Manager - Account Manager - 2 developers	Dan	Fri 21st
Problems with tools	Jobs can be doubled up inadvertently in Trello - add to tools	Erin	Sun 16th
Referencing	Harvard not AMA, try to use scholarly articles as much as possible + RMIT Library	Team	
Career Plans	Display visually	Nick	Fri 21st
SoW	Visio diagrams - add to Trello	Dan	Fri 21st
Sprint	Add items for next sprint to Monday	Erin	Thu 13th
Video/animation	Updates every 2 - 3 days if possible	Mat	Fri 14th

Meeting 6

https://web.microsoftstream.com/video/e5874504-7859-4a76-ae66-8e38765f335e

DATE: 17.05.21
TIME: 8:00PM AEST
PRESENT: DAN, NICK, HARRISON, MAT, ABBY
CHAIR: TEAM
RECORDING: https://web.microsoftstream.com/video/e5874504-7859-4a76-ae66-8e38765f335e

DESCRIPTION	OUTCOME	ASSIGNED TO	DEADLINE
Script	Written will be done in Google Doc so that we can collaboratively work on it	Mathew, Team	18/19th May
Logo	Discussion on what app logo will look like and logo in video		
Video	Progress starting to be made, will try to submit screenshots during the week and have more to show next meeting.	Mathew	
Hex Codes	Will put file on GitHub with hex codes that we use	Nick	
Figma	Erin and Nick to continue working on Figma	Erin, Nick	
Motivation	Include discussion surrounding amount of languages spoken within Australia/census data	Abby	
Wireframes	Low level basic mockups of wireframes for app/website to be completed	Abby	

Meeting 7

https://web.microsoftstream.com/video/e97bc3ec-4c56-4429-ac9f-78c42c09b7f0

DATE: 17.05.21
TIME: 8:00PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON, MAT, ABBY
CHAIR: TEAM
RECORDING: https://web.microsoftstream.com/video/e97bc3ec-4c56-4429-ac9f-78c42c09b7f0

DESCRIPTION	OUTCOME	ASSIGNED TO	DEADLINE
Script	Writing complete, just need to record audio.	Abby, Mathew, Harrison	
Aretefacts	Abby working to complete her artefacts.	Abby	
Figma	Demostated Figma to ensure everyone happy.	Erin, Nick	
Testing	Nick to write testing part now that Erin has done majority of Figma.	Nick	
Landscapes	Harrison completed, to be QC'd now.	Harrison, Erin	
Skills and Jobs	Just needs to be QC'd before being ready for production	Daniel, Erin	

Meeting 8

https://web.microsoftstream.com/video/5e4a3a42-c12c-40e6-aaf9-155f5ebbeff5

DATE: 24.05.21
TIME: 8:00PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON, MAT
CHAIR: TEAM
RECORDING: https://web.microsoftstream.com/video/5e4a3a42-c12c-40e6-aaf9-155f5ebbeff5

DESCRIPTION	OUTCOME	ASSIGNED TO
Video	Making good progress, will provide status update tomorrow	Mathew
Figma	Just need to create a screen recording of the app prototype	Erin, Nick
Remaining Work	Everyone happy with amount of work left, no major concerns at this point.	Team
GitHub	Changed name of repo to Assignment 3	Daniel

Meeting 9

https://web.microsoftstream.com/video/f78347b0-b079-4404-a4b3-4353903a693b

DATE: 26.05.21
TIME: 5:30PM AEST
PRESENT: DAN, ERIN, NICK, HARRISON, MAT, ABBY
CHAIR: TEAM
RECORDING: https://web.microsoftstream.com/video/f78347b0-b079-4404-a4b3-4353903a693b

DESCRIPTION	OUTCOME	ASSIGNED TO
Timeframe table	Pitch - send logins to Abby	Erin
Figma	Screenrecording will be complted tonight.	Nick
Remaining Work	Everyone happy with where we are at and no major concerns.	Team
Group Feedback	Everyone needs to complete their group feedback for this assignment	Team
QC	Everyone to attempt to have work submitted for QC by tomorrow night to allow time to review	Team
Project	Landscape section to be finalised tonight	Harrison
Project	Assigned topic section to dan, harrison and erin.	Daniel, Harrion, Erin
Video	Finalisng script and video	Mathew
Artefacts	Wireframes coming along, will provide status update tomorrow	Abby