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|  | **Minutes – Meeting 1**    OTOD Tech    Monday 22 March, 8pm – 9pm via Teams |

1. Members Peter Aird, Meagan Sharman, Guanhua Ding, Jenaya Du Toit,

Rubert Rubenecia

2. In attendance Peter Aird, Meagan Sharman, Guanhua Ding, Jenaya Du Toit,

Rubert Rubenecia

3. Apologies:

  There were no apologies

4. Items for Discussion:

1. Agree on Team name.

The team’s name One Team One Dream Tech was confirmed by team members with the acronym O-Tod Tech (OTOD).

1. Clarify any questions around assignment instructions.

Jenaya asked team members if they had got a chance to look at Assignment 2’s brief with most team members saying they had.

There was discussion about whether team members needed any of the components in Assignment 2 clarified. It was agreed that there was nothing now that needed clarifying but that issues might come up over the coming weeks when team members started depth look at the different components.

Jenaya shared her screen and went through some timelines on the Group Project Excel Schedule she had created and uploaded to the Teams File for each of the activities for Assignment 2.

It was confirmed that a new GitHub repository would need to be set up for the group project and that it could be set up on anyone’s GitHub account. Peter Aird mentioned that Tim Lo had accessed his Github repository to help on Assignment 1 and Github had registered this access so a combined GitHub project will register all activity by each member of the team.

Guanhua elaborated further saying that each member of the Team would create a separate Branch on the Github project, and this would ultimately be merged into the one project.

Jenaya suggested that we revisit the Github tutorials and specifically focus on how to set up Branches and Merges.

Meagan asked if anyone in the Team was already proficient in Github and Guanhua said that he used a similar program at work called Gitbucket and it was a Github competitor, and he felt confident he could work it out.

1. Agree on interview approach – IT person or YouTube vids –

Can anyone guarantee access to an IT professional?

Jenaya questioned the Teams preference for interviewing an IT person or if they would prefer to watch 10 YouTube videos. She asked if anyone knew of an IT professional and whether they would be willing to be interviewed for our Assignment.

Rubert Rubenecia said his Stepdad was an IT professional and he was confident that he would be happy to be interviewed by us as a group.

Jenaya said we would need to know by the 24th of March if Rubert’s Stepdad would be willing to be interviewed.

There was general discussion about making sure that the interviewee was aware of the questions beforehand to see if he was comfortable with them.

It was made clear that the Interview was to be recorded.

Peter said he might know of someone as well and was willing to find out if this person would be available as a backup.

Peter offered his video editing skills to the Team.

1. Share Ind Project Ideas – Pitch.

Each Team member went through their Assignment 1 project ideas and there was general discussion about whether we should choose one of these ideas as a group project or a combination of a few different ideas. It was also discussed whether we start from scratch on a completely new project.

**Action item**: Rubert to speak to Stepdad (IT professional) lock in by 24 March and Peter to speak to potential backup

e. Assign roles / responsibilities.

Meagan asked if anyone felt they were particularly skilled in one of the areas in the project and if they would like to put their hand up for it.

Guanhua offered his skills in web development as he was very comfortable with this. It was encouraged that anyone else in the Team feel welcome to work with Guanhua on the web aspects of the project as well.

Jenaya asked Team members to look at their strengths in their work lives etc and see whether there was something they felt could contribute to the Team.

It was agreed this would be further decided down the track as each Team member started looking into each of the different projects tasks.

Jenaya referred again to the Group Project Excel Schedule she has uploaded to Teams and asked group members to look at the completion dates for each task and keep these in mind.

**Tasks**: 

* + - Guanhua will have the main responsibility for the web development and final build of the website.
    - Guanhua will set up the Github repository as he will be building the website.
    - Jenaya will assemble the Assignment document in Teams and then **(each Group member needs to then edit their profile and ideas into this document)**
    - Peter will clarify if we need to do anything else on the Canvas group site apart from setting up the Group name and number.

f. Group Review of Ind Website and choose which to go with.

Guanhua’s Assignment 1 website was agreed as the website style we would be basing our project on. There was discussion on whether he used a template and different css ui’s – tailwind and different css libraries.

g. Agree meeting dates & time (extra meeting each week?)

It was agreed that a meeting would be held every Monday from 8-9 pm and then on each Saturday from 10-11 am.

6. Next Meeting: Saturday, 27 March 2021 – 10m – 11am

Team Recording Link

<https://web.microsoftstream.com/video/da9ba859-6444-40b8-92a0-aaf65337b4a3>