**Meeting Notes for Team Project Portfolio**

15 Apr

Formed our group and started to consider a topic for our project. Decided we needed to come up with a technology that impacted on the traditional classroom and the way student learned in these environments.

22 Apr

Learned that we were Team 1708. Discussed the mock-up website and how we were going to use it.

Decided that the topic of our project would be the Impact of Technology on Education. Discussed technologies in the classroom e.g. whiteboards, projectors, smartboards and mobile devices. Researched our one slide presentation and started to do a mock-up of our one slide. Decided on a picture and background. Elected David Foo to present and project manage the project.

29 Apr

Finalised our One slide presentation.

13 May

Decided to narrow the scope of our project on advice from our TA. Decided it will be “The Impact of The Flipped Classroom on Education”. Pulled our research together and started to discuss ways to make it flow and how to fit it into the sub-topics of the project. Drafted a structure of the final project. Condensed the research we had on to three slides for our presentation.

20 June

Finalised out three slide presentation. Started on our Team Project Portfolio and checked on each other’s progress. Everything was on track.

6 June

Added the finishing touches to our project and made sure we had not missed out anything. Submitted it on Blackboard with 30 minutes to spare.