**Meeting 3 Actions:**

In this meeting we have allocated specific assignment sections to individuals. Please refer to the table below to understand these allocations.

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Assigned member | Deadline | Completed? |
| Personal info  Upload your revised edition to GitHub (A2-17\_assessment3).  GitHub Collaborate invites have already been sent. Just message me if you want an invite again. | Deon, Aden, Glenn | 15/11 |  |
| Group processes | Glenn |  |  |
| Career plans | Glenn | 15/11 |  |
| Tools | Deon | 20/11 |  |
| Overview (topic, motivation, landscape) | Mya | Mya-15/11 |  |
| Plans and progress. Question 1 | Aden | 15/11/2020 |  |
| Plans and progress. Question 2 | Mya |  |  |
| Plans and progress. Question 3 | Deon | 19/11 |  |
| Roles | Aden | 15/11 |  |
| Testing | Aden | 20/11 |  |
| Timeframe | Mya & Aden | 20/11 |  |
| Risks | Deon & Glenn | 22/11 |  |
| Group processes and communications | Glenn | 15/11 |  |
| Skills and jobs | Mya & Aden | 22/11 |  |
| Feedback & group reflection | Everyone | 22/11 |  |
| Final Document | Aden | 26/11 |  |
| Artifact | Aden | 24??? |  |
| Artifact explanation | Aden & Deon | 23/11 |  |
| A5 Video | Deon | 22/11 |  |
| Website Template | Deon | 15/11 |  |