**Agenda – Meeting 1**

* Review assessment 3 rubric and discussion as a group
* Discussion of Project idea
* Discuss the following content and write down short answers.

1. **Team Profile:**

* team name and personal info is the same as assignment 2.
* Group process: how well we think we worked as a team and will we be making any changes in this for assignment 3.
  + Equal workload
  + Deadlines for assessment content
* Career plans: compare career plans for team members, including ideal jobs. Common elements? How similar or different are they from the other team member’s?

1. **Tools:**

* Just like assignment 2, in our report having a brief description of what we have done, links to website and GitHub repo. Comments on the audit trail’s reflection of the group’s work (closer to the end of assignment)

1. **Project Description:**

* Aims: individual
* Plans and Progress: group
* Roles
* Scope and limits: group
* Tools and tech
* Testing
* Timeframe
* Risks
* Group processes and communications

1. **Skills and Job**
2. **Discuss assessment 5**
3. 5-minute YouTube video that is a presentation of key elements of our project idea.
4. Draft script and storyboard due Week 10 Sunday.
5. Final video due Week 12 Sunday.
6. Discuss group’s skills and ideal jobs relate to the project