Team Eagle – Sunday 3rd January 2021

Attendees: Sarah B (chair), Hannah, Sarah C, Fatima, Farrah

Apologies: Nathan

|  |  |  |
| --- | --- | --- |
| **Item** | **Summary** | **Actions** |
| Name confirmation – Team Eagle?? | Confirmed |  |
| Confirm Task Allocation | **Confirmed**  Discussed what is involved in Sarah C’s continuity task |  |
| Run through of outlines/feedback from others/ input needed | General: discussed tutor Thomas’ suggestion of what to include in the IT Technologies sections (incl. history or tech, developments etc) and the challenge to cover so much within a small word count, agreed it was likely to be somewhat flexible.  Discussed the possibility of using EndNote but not confirmed it is available for free  Fatima: needs all websites and consistent personality test results and is exploring cyber security topic.  Farrah: Starting to compile tools and explore cloud topic.  Sarah B: Still working on A1 website, plan for approaching Industry data, will distribute early analysis to seek input re: whether it changes team’s ideal jobs. Exploring machine learning topic.  Sarah C: Will look at team’s ideal jobs and seek relevant IT worker to interview matching team interests  Hannah: Confirmed project idea, would like to discuss with Juliet, will set up meeting – those who are available are welcome to join  Nathan to update at Thursday’s meeting - Git repository up and running | **Sarah C** to provide link to her A1 website  **Farrah** to provide link to Big 5 personality test  **Hannah** to set up meeting with Juliet  **Sarah B** to explore EndNote availability |
| Deadline for first draft | Sunday 10th January 2021 with these stages in mind:   * First draft * Review * Second draft * Review * Submit   Sarah B will need feedback from first draft to complete industry data. |  |
| Project idea | Sarah C’s ‘Hire me please’  While other projects have merit, this project was chosen for its expected clearer path to deliverables for A3 |  |
| Meeting administration | Chair will rotate following table in ‘General – Notes’ tab of Team OneNote Notebook or individuals can arrange to swap through chat  Chair responsible for setting up meeting, agenda, recording and meeting notes for that meeting |  |
| Next meeting | Thursday January 7th at 7pm |  |