Minutes

Date: 10 January 2021

Chair: Farrah

Participants: Hannah Smith., Sarah Brinckman., Sarah Carney., Nathan Smith, Fatima Babar

**Important dates to remember:**

- 22 January (Friday) - due of Assessment 2

- 13/14 January (Wednesday or Thursday) - just try to upload any progress of your task complete or incomplete

- 14 January (Thursday) @7pm - Team meeting by Nathan

**Suggestions:**

- (TASK) Each will contribute re: IT Technologies effect (At least 1 sentence or a paragraph)

* + To be uploaded within this week probably before Thursday (Next meeting)
  + How will this affect you?
    - Topics: Cybersecurity, Machine Learning, Natural Languages processing and Chatterbots, Cloud computing

- All files to be uploaded to file tab

- Within this week - To Try to finish all the writing task.

- Hannah and Sarah C. will try to get feedback from Juliet this week.

- Each of us needs to demonstrate to commit the Github repository.

NOTES:

Sarah C. updated the team regarding her meeting with Juliet.

- (+) Juliet never seen a project like it before

- Re: project ideas, need more details like (server, database, how you are going to feedback into the system, how is it going to work?)

- Awaiting feedback from Juliet re: first or third person

Individual Task updates:

- Please check the MS file folder for uploaded documents.

Fatima – Team profile (uploaded)

Nathan – Ideal Job

* + Uploaded a spreadsheet
  + Uploaded a word document

Farrah – Tools

* + Clarification what to include and focus on the tools (link to the Github page and GitHub repository, log of people committing code, meeting recordings, meeting agendas, meeting notes)
  + Sarah C. used MS team for her interview

Sarah B. – Industry Data

* + To upload her task soon – and wants feedback from the group
  + to include photos next to particular occupation on the graph

Sarah C. – IT work

* + Uploaded a written-up interview and incorporated an article
  + Offered a hand to help other teammates (will work with Hannah on Project Ideas)

IT Technologies

- Farrah

* + Cloud computing, service, server
  + Uploaded task draft
  + To check the work of Hannah and Sarah B. for uniformity

- Hannah

* + Natural Language and Chatterbots
  + Uploaded a task draft

- Sarah B.

* + Machine learning
  + Uploaded task draft
  + Suggestions: to add pictures (yes)

- Fatima

* + Cybersecurity
  + To check the work of Hannah and Sarah B. for uniformity

Hannah - Project Ideas

* + To set up a meeting with Sarah C.’s colleague re: database concept and give feedback with the team afterwards.

Nathan – Brief Github info