TEAM EAGLE

Assignments 3 & 5

Meeting 1 Agenda

Tuesday 26th January 2021, 5:30pm

Meeting link  
https://web.microsoftstream.com/video/79ebd4ed-34bb-4c4c-9547-4087307d819d

Chair: Hannah Smith

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| **Item** | **Details** | **Time (minutes)** |
| Division of tasks  Breakdown A3 + A5 and equally divide  all tasks | **Clarify each section**   |  |  |  |  | | --- | --- | --- | --- | | **Section** | **Weight** | **Size** | **Owner** | | Deliverables |  | Large |  | | Team profile | 5% | small |  | | Tools | 5% | tiny |  | | Project Description | 50% | huge |  | | Skills & Jobs | 15% | Large |  | | Feedback | 7.5% | Group |  | | Group Reflection | 7.5% | Group |  | | Repo/HTML |  | ?? |  | | CSS | 10% | Large |  | | Video Scripting | 5% (A5) | Large |  | | Video Creation | 15% (A5) | Huge |  | | Continuity/ References |  | Medium |  | | Submission PDFs |  | small |  | | 35 |
| Discuss Style of A5 presentation and  date for draft,  Allocate script | e.g., News Report, pitch etc  Who will submit draft?  What format?  Deadline for video ideas is next meeting 28th As draft script and storyboard due Feb 7th | 25 |
| Other actions needed | * Agree on meeting/chair schedule * Submit Spark Plus Feedback NOW * No video = non- attendance! * Change A3 formatting * “develop as much of a functioning prototype as you can” How far will we go? * Start with forking the repo | 8 |
| Any other business |  | 2 |
| Next meeting | Next chair – Fatima –28.01.21 -6:30pm |  |