TEAM EAGLE

Assignments 3 & 5

Meeting 7 Agenda

Sunday 14 February 2021, 6:30pm

Meeting link

Chair: Fatima Babar

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| **Item** | **Details** | **Time (minutes)** |
| Check-in | **How is everyone feeling?** | 5 |
| A3 Tasks progress | Team profile - completed.  Tools  Project Description:   * Time frame – Fatima * Testing – Nathan * Risks – Sarah B * Group process and communication - Hannah   Skills and Jobs   Group Reflection | 20 |
| A5 Video   and Prototype | Progress  Help needed?  Who will record voiceover?  Complete by Thursday | 15 |
| Prototype | Complete by Tuesday – does Nathan need a full run-through video? Or only some certain screens?  Does any member have full access to the creative cloud applications? | 5 |
| Reflections | Discuss group reflection and set deadline for individual reflections…Friday? | 7 |
| Other actions needed | GitHub – should we just work directly in the master branch? References – everyone will include their own in the word doc…who will add the references to the HTML?  MS Teams Info pdf - who will do it?  Anything else? | 10 |
| Next meeting | Next chair – Nathan – Tuesday or Thursday? | 2 |