TEAM EAGLE

Assignments 3 & 5

Meeting 7 Agenda

Sunday 14 February 2021, 6:30pm

Attendees: Sarah B, Fatima (Chair), Sarah C, Nathan, Hannah

Apologies: Nil

Chair: Fatima Babar

Meeting Link:

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** | **Notes and actions** |
| Check-in | **How is everyone feeling?** |  |
| 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 | Completed:   * Team profile * Testing (project description) * Risks (project description) - needs to be handed over to Sarah C.   Incomplete:   * Time frame (project description) - will be completed by tomorrow. * Group process and communications * Reflections * Skills and Jobs – very little left. |
| A5 Video    and Prototype | Progress  Help needed?  Who will record voiceover?  Complete by Thursday | Nathan shared his progress with the video – all members happy.  Sarah C to do voiceover.  Will try and get it done by Thursday. |
| 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? | Members Sarah B and Nathan will look into whether they have the full pack for Adobe XD.  Hannah will provide the video production team (Nathan and Sarah B) with both screenshots and a recording of the prototype.  Will try and get it done by Tuesday |
| Reflections | Discuss group reflection and set deadline for individual reflections…Friday? | All members will add their thoughts to the group reflection word document in MS Teams. |
| 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? | GitHub – members will work directly in the master branch but will inform others before and after their work (to avoid conflicts).  Sarah B will put the references in alphabetical order and Fatima will add them to the HTML.  Submission pdfs will be done by Nathan. |
| Next meeting | Next chair – Nathan – Tuesday or Thursday? | Officially on Thursday - unless members feel the need to hold a meeting earlier. |