

A3 Group #10 – Meeting 5 (17.08.2021)

Meeting Date: 17 Aug 2021, 08:00pm – 09:00pm

Group Members Present: Adam, Alexander, Jessica, Ashely, Paul, Karsten

We have checked the now almost fully combined A3 Master document and determined gaps and rework necessities.

Last week saw us making good progress by filling in many little parts of the assignment.

The presentation team made progress and has now all footage necessary to finish the final presentation.

What needs to be done

- Final A3 document needs to be cleaned up and organised.
- The presentation team has to now go to rough cut and the finalise presentation.
- Some parts of the A3 Master Doc still need to be written as below.

Actions:

- Group Processes -> Karsten
- Career Plans -> Jessica
- Scope & Limits -> Jessica
- Group Reflections -> individual group member -> **by Friday 20.08.21**
- Skills & Jobs -> Adam
- Finalisation of the master document -> Adam and Karsten
- Website finalisation -> Karsten
- Submission on 22.08.2021 - > Adam or Karsten
- Presentation finalisation -> Alex and Ashley
- Updating Tools section - > Alex

Additional Topics

Creating a mock-up of the website as an image for the video team to utilise in their production.

MS Teams links will be collected by Adam and pdf files of all documents be uploaded to the current group fork on GitHub to be linked in the website.

Next team meeting on Friday, 20. August 2021 from 8:00 pm to 9:00 pm