

A3 Group #10 – Meeting 6 (20.08.2021)

Meeting Date: 20 Aug 2021, 08:00pm – 09:00pm

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

Checked contributions to master document and which tasks are still outstanding.

As most content has now been contributed, the master document can be finalised by submission deadline with minor additional work.

What needs to be done

- A3 master document needs to be finalised, formatted and submitted
- Group Reflection, Career Plans and final MS Teams document are to be produced
- Website needs to be finalised
- Presentation has to be finalised and about 60 seconds shaved off

Actions:

- Group Reflection -> Adam
- Career Plans -> Adam
- MS Teams Doc -> Alex
- Website -> Karsten

Additional Topics

The group viewed the final rough cut of the presentation video and determined some scenes, where time could be saved by cutting certain passages to achieve time constraints.

The team has discussed contribution forms and agreed on percentages:

A3: Adam (18%), Alex (18%), Karsten (18%), Ashley (18%), Paul (14%), Jessica (14%)

A5: equal percentage for each member

Submission of A3: Adam

Submission of A5: Alex

Possible bloopers reel, if time allows.

This was the final meeting of Group #10.