

17/5/22 Week 2 Discussion

 Participants	
 Created By	
 Type	Minutes of Meeting
 Created	@May 25, 2022 9:55 PM
 Last Edited Time	@June 22, 2022 12:01 AM

Meeting Details (ported from Sheets)

Created By: Marabel

Timestamp

17 May 2022 10:00am

Total Time

2 hours

Location

Zoom and WhatsApp

Attendees

- Gabriel
- Darma
- Ezra
- Henry
- Marabel

Agenda Details

No agenda was provided

Discussion Details

Topic 1: Project Selection

Opened By: Gabriel

Location: Zoom

Discussion Points:

Gabriel proposes Project 1 for the project theme. Darna, Henry, Ezra and Marabel do not object.

Topic 2: Project Plan Summary

Opened By: Gabriel

Location: Zoom

Discussion Points:

Gabriel assigns Marabel to create a summary of the project plan. Marabel agrees.

Gabriel creates and shares an empty google document for the project plan. Marabel fills in the document with the template and writes the background section of the project plan.

Topic 3: Important Points by Tutor

Opened By: Gabriel

Location: WhatsApp

Discussion Points:

Gabriel assigns Darna to record important points during the meeting with the tutor. Darna agrees.

Darna notes the following points (quoted word for word):

1. Use database
2. Testi

3. How to solve the problem that can happen to new

Henry adds on the following to Darma's point (quoted word for word):

1. Make it fun for freshmen
2. Add animations, videos, images,
3. Can use either uon color scheme or create own color scheme

Topic 4: Project Name

Opened By: Marabel

Location: WhatsApp

Discussion Points:

Marabel asks the team for possible project names. Gabriel suggests 2 names: 'freshmeninfo' & 'freshmenguide'

Darma indicates a preference for 'freshmeninfo'.

Marabel creates a poll for project names. The votes are as follow:

FreshmenGuide

1. Marabel
2. Gabriel
3. Henry

FreshmenInfo

1. Darma
2. Ezra

Marabel re-confirms the name 'FreshmenGuide' with the team. No objections were raised from the team

Topic 5: Creating Minutes of Meeting

Opened By: Marabel

Location: WhatsApp

Discussion Points:

Marabel volunteers to write Minutes of Meeting documents for the team. Gabriel notes this. No objections were raised from the team.

Topic 6: Creating Meeting Summary

Opened By: Gabriel

Location: WhatsApp

Discussion Points:

Gabriel assigns Henry to write a summary of overall important notes during the meeting.

Henry notes the following points for the project:

1. Use database, don't hard code
2. May want to include testimonial
3. Make it fun for freshmen
4. May want to add animations, videos, images
5. Can use either uon color scheme or create own color scheme

Henry also notes these other points:

1. Do up project plan and group pre-action plan
2. Finish up CV, cover letter and linkedin homework and submit it by (the end of the day)

Meeting Conclusion

Shared Agreements

- Henry, Gabriel, Ezra, Darma and Marabel agree on using Project 1 as the theme.
- Henry, Gabriel, Ezra, Darma and Marabel agree on the project name: 'FreshmenGuide'
- Marabel agrees to create create a summary of the project plan

- Darma agrees to record important points during the meeting with the lecturer
- Henry, Gabriel, Ezra, Darma and Marabel agrees that Marabel will write the Minutes of Meeting
- Henry agrees to write a summary of overall important notes during the whole meeting.

To-Do-Board

Open Items

1. Create GitHub accounts
2. Create Slack accounts

Closed Items

Nil

WIP

Nil

Action Items

1. Do up project plan
2. Do up pre-action plan
3. Submit Weekly Task 1 (CV, Cover letter, LinkedIn)