AGENDA FOR TEAM MEETING #1

**Date:**  Friday 1 October 2021

**Time:** 7.00pm

**Members:**

* Cristopher Inostroza
* Michael Sy
* Nicole Attard
* Sharif Ayazi
* Steven Pigatto
* Theodore Haluska Iii

**Agenda Details:**

1. Introduction + Assessment 2 run through - what do we have to do?

Time: Approximately 5 minutes

* General introductions
* Choosing a team name
* Assessment 2:
* Team Profile (5 marks)
* Ideal Jobs
* Tools (5 marks)
* Industry Data (10 marks)
* IT Work (15 marks)
* IT Technologies (25 marks)
* Project Ideas (15 marks)
* Feedback (7.5 marks)
* Group Reflection (7.5 marks)
* Presentation (10 marks)

1. Assigning tasks to each person:

Time: Approximately 10 minutes

* Assign tasks to each person:
  + Maybe everyone does their own personal profile, ideal jobs + industry data for their ideal job and then one person can collect all the data and combine it?
  + *Team Profile:*
    - Personal profiles
      * 1 paragraph per person - name, student number, background, hobbies, IT interest and IT experience
    - Team profile
      * psychometric testing results
  + *Ideal Jobs*
    - Compare and contrast ideal jobs from assessment 1
      * Common elements?
      * Differences?
    - How to present this information?
      * Text? Tables?
  + Choose someone to set up the GitHub rep on their account and get a website started.
  + *Tools*
    - Set up a GitHub repo
      * Includes all info collected, documents created, etc
    - Link to group's website
    - Link to group's GitHub repo
    - Comment on how well the audit trail on Git repo reflects groups work (close to submission)
  + *Industry Data*
    - Burning Glass data
    - Questions to be answered:
      * For ideal jobs for group, how in demand are these jobs?
      * Skills required for jobs (general / IT-specific)
        + How do IT specific skills / general skills rank in terms of demand?
        + Three highest-ranking IT specific skills / general skills not in skill set?
      * Have ideal jobs changed because of this data?
  + Maybe 2 can work on an interview (if anyone knows an IT person) and the other 4 can take one IT technology each?
  + *IT Work*
    - Interview with IT professional or 10 YouTube videos or web sources for 5 different professionals for "Day in the life of IT professionals".
    - Any IT contacts for an interview?
  + *IT Technologies (approximately 900 words report)*
    - Choose 4 areas:
      * Clouds, services, servers
      * Cybersecurity
      * Blockchain & cryptocurrencies
      * Machine learning
      * Autonomous vehicles
      * Natural language processing and chatterbots
      * Robots
      * Raspberry Pis, Arduinos, Makey Makeys and small computing devices
    - For each area:
      * What does it do (600 words)
      * Likely impact (300 words)
      * How will this affect you (300 words)

1. Project Ideas

Time: Approximately 15 minutes

* Any ideas?