**3 A2, Group #4 MEETING**

**Venue:** Online via MS Teams

**Date: 11-4-21**

**Agenda**

**Meeting Opened: (8pm)**

**Attendance: Paul Eccarius, Rebecca Watson, Martin Lee, Nour Zeroual, Jarrad Hofman-Agar**

**Apologies:**

**Meeting Chair: Rebecca**

**Minutes Secretary: Jarrad**

1. **Minutes from previous Meeting -**

* **Actions arising as per Action Register**

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| **Meeting Date** | **Action** | **Who to action** | **Completed Y/N** | **Update at meeting** | **Further action** |
| 11/4/21 | Team Name! | Everyone | Yes | 11/4/21 | Team\_Name\_404 is the winner. |
| 31/3/21 | Profile & IT Jobs Collation | Rebecca | Draft Complete | 11/4/21 | Put profile photos in report (to match website)  We have a few still need a few others me included and Martin |
| 31/3/21 | Github & Archiving | Paul | In hand, ongoing near completion | 11/4/21 | Framework is there, Paul to finalise content as it is completed |
| 31/3/21 | Interview Questions & Appointment | Nour | Need update- ask Nour how she is going with it interview shall be happening within the next week | 11/4/21 | Interview to be done as a group within the next week and a half. Question template on Canvas. Will be interviewed on zoom Will be used as a private link embedded into the website (interview yet to be deciding) |
| 31/3/21 | Industry Information – Revist on 6/4/21 | Jarrad | Completed soon tonight or Monday morning | 11/4/21 | Jarrad has the new computer will upload tonight or Tommorrow will edit and proof read |
| 31/3/21 | IT Technologies Report:    Martin: Cybersecurity  Rebecca: Cloud Services  Nour: Machine Learning  Paul: Raspberry Pi etc. | Team | **Martin**: should be complete by tomorrow and uploaded to teams.  **Paul**: to be completed.  **Bec**: Report is done by currently a few too many words.  **Nour**: need update  All sorted and being sent to the right places | 11/4/21 | Reports to be completed by end of this week and uploaded to MS Teams & Github/website. |
| 31/3/21 | Project Ideas | Team | Ongoing - See discussion in minutes. | 11/4/21 | Final project dog walking/tinder/air bnb for dogs  Further action to Devide and conquer In 6 paragraphs 300 words each aggressive **deadlines steal basic ideas make it your own** |

1. **Correspondence:**

Umera advised via email 9-4-21 that Anthony Middleton has been removed from the group.

1. **Industry Data** almost done
2. **Tools**
3. **IT Work** all technologies are done
4. **IT Technologies**
5. **Project Ideas**
6. **Additional points for discussion?**

* Bibliography and collation for overall/finished document. Will one person do this?

**Next meeting date: 8:00 (13/4/21)**

**Meeting closed: (time) 8:35**

**Actions Register**

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| Meeting Date | Action | Who to action | Completed Y/N | Update at meeting | Further action |
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