

**Team\_Name\_404 MEETING**

**Venue:** Online via MS Teams

**Date:** 19/5/21

**Agenda**

**Meeting Opened: time (AEST)**

**Attendance: Paul Eccarius, Rebecca Watson, Martin Lee, Nour Zeroual**

**Apologies:**

**Meeting Chair:**

**Minutes Secretary:**

1. **Feedback on A2 –**

4. In your project idea, I have following pointers for you to consider:

a. You did not share the revenue stream or how your product (app) would earn money for you and sustain itself.

b. Similarly, how would you fund this project to start with? Are there any investment venues where you would pitch this idea to attract seed funding etc?

c. How would you handle payments? If you handle payments online, what would be revenue model? How would you ensure the payments are secure for customers?

d. How would you ensure or disclaim on those issues (security related and or others) that could arise of two unknown parties meeting each other via this app?

e. You did not mention on if there are any existing products similar to this one? If yes, please acknowledge those apps/businesses as potential competitors and discuss your unique selling proposition.

1. **Minutes from previous Meeting -**

* **Actions arising as per Action Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meeting Date | Action | Who to action | Completed Y/N | Update at meeting | Further action |
| 5/5/21 | **Team Profile** – each make 2/3s of a page as per spec.  Group processes and career plans/contrast to be done as an update on reflection/career work from A2. | Paul  Bec  Nour  Martin | Paul to advise  Martin to start  Rebecca almost completed Nour in progress | 19/5/21 |  |
| 5/5/21 | **Tools (Website) –** Choose fonts and graphics | Team to find ideas for each |  | 19/5/21 |  |
| 5/5/21 | **Overview –** Topic, Motivation and Landscape sections to complete. Martin to add all ideas from last meeting | Martin |  | 19/5/21 |  |
| 5/5/21 | **Aims –** specific project Aim and Goals to be broken down into parts. Include funding of project. | Nour |  | 19/5/21 |  |
| 5/5/21 | **Plans & Progress –** How do we want this part to be presented? How does everyone want to contribute? | Team |  | 19/5/21 |  |
| 5/5/21 | **Roles –** has everyone defined their A3 project role? | Team update |  | 19/5/21 |  |
| 12/5/21 | **Scope and Limits –** draft this section | Martin |  | 19/5/21 |  |
| 5/5/21 | **Testing –** draft this section | Bec | Draft done | 19/5/21 |  |
| 5/5/21 | **Timeframe –** start a template and filling out. Team review document and discuss work so far | Team |  | 19/5/21 |  |
| 5/5/21 | **Risks –** draft this section | Nour |  | 19/5/21 |  |
| 12/5/21 | **Group Processes –** draft this section | Bec | Draft done | 19/5/21 |  |
| 12/5/21 | **Skills and jobs** – Find and decide on 4 roles – Everyone to tackle one role each. | Team | Define jobs | 19/5/21 |  |
| 17/5/21 | **A5 presentation video –** paul will put together a video for next meeting for group to review | Paul |  | 19/5/21 |  |

**ASSIGNMENT 3: Our IT Project** (overall weighting 40%)

1. **Team Profile – 5%**
2. **Tools – 5%**

* Github – team to continue committing to repo
* Website –

1. **Project Plan/Description – 50%**

* **Overview: Martin will take care of the overview**

|  |  |  |
| --- | --- | --- |
| **Topic** |  |  |
| **Motivation** |  |  |
| **Landscape** |  |  |

* **Detailed Description:**

|  |  |  |
| --- | --- | --- |
| **Aims** |  |  |
| **Plans & Progress** |  |  |
| **Roles** |  |  |
| **Scope and Limitations** |  |  |
| **Tools & Technologies** |  |  |
| **Testing** |  |  |
| **Timeframe** |  |  |
| **Risks** |  |  |
| **Group Processes & Communications** |  |  |

1. **Skills and Jobs – 15%**
2. **Feedback – 7.5%**
3. **Group Reflection – 7.5%**
4. **Presentation – 10%**

**Assignment 5: Presentation** (overall weighting 20%)

1. What needs to be done for this from now until the due date?
2. **Specifics as per rubric:**

|  |  |  |
| --- | --- | --- |
| **Identification/Description** |  |  |
| **Need/Want/Users/Market** |  |  |
| **Innovation** |  |  |
| **Mechanics/Design** | **Everyone to do. Search for some website templates** |  |
| **Length** |  |  |
| **Quality** |  |  |

1. **Additional points for discussion?**

**Next meeting date:**

**Meeting closed: time (AEST)**