

**Team\_Name\_404 MEETING**

**Venue:** Online via MS Teams

**Date:** 25/5/21

**Agenda**

**Meeting Opened: time (AEST)**

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

**Apologies:**

**Meeting Chair:**

**Minutes Secretary:**

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 |  | 25/5/21 |  |
| 5/5/21 | **Tools (Website) –** Choose fonts and graphics. How does everyone feel about what Bec has done with the index page?  Do we want to center all the h1 headings |  |  | 25/5/21 |  |
| 5/5/21 | **Overview –** Topic, Motivation and Landscape sections to complete. Martin to add all ideas from last meeting | Martin |  | 25/5/21 |  |
| 5/5/21 | **Aims –** specific project Aim and Goals to be broken down into parts. Include funding of project. | Nour |  | 25/5/21 |  |
| 5/5/21 | **Plans & Progress –** How do we want this part to be presented? How does everyone want to contribute? | Team |  | 25/5/21 |  |
| 5/5/21 | **Roles –** has everyone defined their A3 project role? | Team update |  | 25/5/21 |  |
| 12/5/21 | **Scope and Limits –** draft this section | Martin |  | 25/5/21 |  |
| 5/5/21 | **Testing –** draft this section | Bec | Draft done | 25/5/21 | Upload to website and add photo/pic |
| 5/5/21 | **Timeframe –** start a template and filling out. Team review document and discuss work so far | Team |  | 25/5/21 |  |
| 5/5/21 | **Risks –** draft this section | Nour | Done | 25/5/21 |  |
| 12/5/21 | **Group Processes –** draft this section | Bec | Draft done | 25/5/21 | Upload to website with graphic |
| 12/5/21 | **Skills and jobs** – Find and decide on 4 roles – Everyone to tackle one role each. | Team | Engineering  Marketing  Sales  Operations manager? | 25/5/21 |  |
| 17/5/21 | **A5 presentation video –** paul will put together a video for next meeting for group to review | Paul | Ongoing | 25/5/21 |  |

**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** | Nour |  |
| **Plans & Progress** | Team (Bec has started – see doc on MS teams) |  |
| **Roles** | Team – each choose one? |  |
| **Scope and Limitations** | Martin |  |
| **Tools & Technologies** | Team – all add to list |  |
| **Testing** | Bec |  |
| **Timeframe** | Team (Bec has started – see doc on MS teams) |  |
| **Risks** | Nour |  |
| **Group Processes & Communications** | Bec |  |

1. **Skills and Jobs – 15%**

* Each group member to pick a position and write a description – think seek advert

1. **Feedback – 7.5%**
2. **Group Reflection – 7.5%**
3. **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** |  |  |
| **Length** |  |  |
| **Quality** |  |  |

1. **Additional points for discussion?**

* Bec has used a stock photo from Adobe for the website banner, and stock photos from Word for any in-text graphics (for Bibliography referencing).

**Next meeting date: proofreading**

**Meeting closed: time (AEST)**