

**Team\_Name\_404 MEETING**

**Venue:** Online via MS Teams

**Date:** 17/5/21

**Minutes**

**Meeting Opened: 8.10pm (AEST)**

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

**Apologies:** Nour Zeroual

**Meeting Chair: Paul**

**Minutes Secretary: Bec**

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**

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| --- | --- | --- | --- | --- | --- |
| 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 | Update next meeting |
| 5/5/21 | **Tools (Website) –** Choose fonts and graphics | Team to find ideas for each |  | 19/5/21 |  |
| 5/5/21 | **Project Plan/Description –** Logo for Yogi | Paul | Yes |  | Complete |
| 5/5/21 | **Overview –** Topic, Motivation and Landscape sections to complete | Martin | N – almost complete | 19/5/21 | Martin going to add all ideas from tonight’s meeting |
| 5/5/21 | **Aims –** specific project Aim and Goals to be broken down into parts. Include funding of project. | Nour | Nour still working on it | 19/5/21 |  |
| 5/5/21 | **Plans & Progress –** How do we want this part to be presented? How does everyone want to contribute? | Team | Rebecca has started. | 19/5/21 | Figuring out the layout |
| 5/5/21 | **Roles –** has everyone defined their A3 project role? | Team |  | 19/5/21 | Work in progress. Martin and Rebecca still figuring out |
| 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. | Bec | Bec still working on it | 19/5/21 | Team review document and discuss work so far |
| 5/5/21 | **Risks –** draft this section | Nour | Work still in progress | 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 |  |
| 5/5/21 | **A5 draft script + storyboard –** due end of week 10. Paul to outline/mock up. | Paul | complete | 17/5/21 | Done |
| 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 website build and add content when it is drafted.
* Website – team to choose fonts and agree on graphics and final design.

1. **Project Plan/Description – 50%**

* **Overview: Martin will take care of the overview**
* Martin has done a first draft, but will integrate all ideas and sections of the app put forward by Paul when showing his Figma wireframes tonight.

|  |  |  |
| --- | --- | --- |
| **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?

* Paul will put together a first version of presentation video to show group for review and discussion at next meeting date.

1. **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?**

* Meet again soon to test prototype on Figma and discuss Paul’s presentation video

**Next meeting date: 19/5/21 at 8pm**

**Meeting closed: 9.10pm (AEST)**