

**Team\_Name\_404 MEETING**

**Venue:** Online via MS Teams

**Date:** 25/5/21

**Agenda**

**Meeting Opened: 8.12pm (AEST)**

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

**Apologies:** None

**Meeting Chair:** No chair for this meeting – each reported on their progress and discussed items equally.

**Minutes Secretary:** Bec

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 |
| 25/5/21 | **Wireframing –** Paul showed us the nearly finished version of the Yogi app on Figma. We made some last discussion around adjustments to the layout of the headings and decided to keep ‘My’ with the key words for personalisation. | Paul | Nearly | 27/5/21 | Finish the final pages for wireframing and the prototype and figure out how to embed them in the relevant web pages. |
| 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 |  | 27/5/21 |  |
| 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 |  |  | 27/5/21 |  |
| 5/5/21 | **Overview –** Topic, Motivation and Landscape sections to complete. Martin to add all ideas from last meeting | Martin |  | 27/5/21 |  |
| 5/5/21 | **Aims –** specific project Aim and Goals to be broken down into parts. Include funding of project. | Nour |  | 27/5/21 |  |
| 5/5/21 | **Plans & Progress –** How do we want this part to be presented? How does everyone want to contribute? | Team |  | 27/5/21 |  |
| 5/5/21 | **Roles –** has everyone defined their A3 project role? | Team update |  | 27/5/21 |  |
| 12/5/21 | **Scope and Limits –** draft this section | Martin |  | 27/5/21 |  |
| 5/5/21 | **Testing –** draft this section | Bec | Draft done | 27/5/21 | 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 |  | 27/5/21 |  |
| 5/5/21 | **Risks –** draft this section | Nour | Done | 27/5/21 |  |
| 12/5/21 | **Group Processes –** draft this section | Bec | Draft done | 27/5/21 | Upload to website with graphic |
| 12/5/21 | **Skills and jobs** – Find and decide on 4 roles – Everyone to tackle one role each. | Team | App developer  Marketing specialist (inc product feedback)  Operations manager/project manager  UX designer | 27/5/21 | (Marketing person would put us in touch with the consumer.)  Decided to let one person take care of this task.  Martin will take care of this. |
| 25/5/21 | **Final submission report –** Nour will collate all the assignment work for A3 submission on behalf of the group by Friday night due date/time | Nour |  | 27/5/21 | Nour will prepare our report in PDF by collating all pages and sections from the Github website and submit via canvas on behalf of our group |
| 17/5/21 | **A5 presentation video –** paul will put together a video for next meeting for group to review | Paul | Ongoing | 27/5/21 |  |

**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:** Thursday 27th May at 9.20pm

**Meeting closed: 9.35pm (AEST)**