

**Team\_Name\_404 MEETING**

**Venue:** Online via MS Teams

**Date:** 5/5/21

**Minutes**

**Meeting Opened: 8:10pm (AEST)**

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

**Apologies:** none.

**Meeting Chair:**

**Minutes Secretary: Martin**

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 |  | 5/5/21 |  |
| 5/5/21 | **Tools (GitHub) –** find out best process for ‘forking’/ making version 2.0 of A2. May need to check forums or ask Umera/Anthony. | Martin – Create new github repository |  | 5/5/21 | Create new repository and invite everyone |
| 5/5/21 | **Timeframe –** research generic steps/timelines for building apps | Bec | Yes | 5/5/21 | See document uploaded in A3 channel |
| 5/5/21 | **A5 draft script + storyboard –** due end of week 10. Paul to outline/mock up. | Paul | Still in progress - should be complete by 8/5/21 | 5/5/21 |  |
| 5/5/21 | **A2 Contribution –** send what we have tomorrow (due date). Follow steps given via email from Umera if everyone hasn’t signed. | Bec | Yes | 5/5/21 | complete |

1. **Has everyone had a chance to read through the Assignment/s?**

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

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

* Github?
* Website – will we build a new one from scratch or work with what we have and make changes to the framework? Is there anything you have seen that you liked the design of that might suit for the Yogi concept?
* Update (5/5/21) – Create a new repository and start from scratch => Less clutter

1. **Project Plan/Description – 50%**

* **Overview: Martin will take care of the overview**
* Yogi needs a logo and some sort of ‘mission statement’; colours, fonts, graphics.
* Paul will look into putting together a design for the logo, looking at a silhouette design

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

* **Detailed Description:**

|  |  |  |
| --- | --- | --- |
| **Aims** | what are the essential parts for Yogi to basically function as per our actual and imagined timeframe | Nour to look at |
| **Plans & Progress** |  | Everyone will be contributing to this section |
| **Roles** | Will come back to this – Come up with fancy names  e.g. Paul – User experience interface designer, etc. | Everyone to find a role for themselves; name, description and justify the role |
| **Scope and Limitations** |  |  |
| **Tools & Technologies** | Martin to make github repository by end of week   * Everyone to throw in all the tools they used and researched in a notepad to compile * Review which ones are relevant to the project and which aren’t |  |
| **Testing** |  |  |
| **Timeframe** |  | Bec started will need further help |
| **Risks** | Nour will take on risks and everyone to add in anything they think will be relevant |  |
| **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. **Draft script + storyboard is due Sunday of Week 10**

* Paul is going to have a look at putting the storyboard and a script over the long weekend.

1. **Specifics as per rubric:**

|  |  |  |
| --- | --- | --- |
| **Identification/Description** |  |  |
| **Need/Want/Users/Market** |  |  |
| **Innovation** |  |  |
| **Mechanics/Design** |  |  |
| **Length** |  |  |
| **Quality** |  |  |

1. **Additional points for discussion?**

* Nour will look at some web designs and link into teams for us to review, also tackle on Aims of the project
* Martin will work on the overview project
* Paul to look at the design of logo
* Bec to continue on with timeframe

**Next meeting date: Monday 10/4/21 - 8pm AEST**

**Meeting closed: 9:40pm AEST**

**Actions Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| 29/4/21 | **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 |  | 5/5/21 |  |
| 29/4/21 | **Tools (GitHub) –** find out best process for ‘forking’/ making version 2.0 of A2. May need to check forums or ask Umera/Anthony. | Team |  | 5/5/21 |  |
| 29/4/21 | **Timeframe –** research generic steps/timelines for building apps | Bec |  | 5/5/21 |  |
| 29/4/21 | **A5 draft script + storyboard –** due end of week 10. Paul to outline/mock up. | Paul |  | 5/5/21 |  |
| 29/4/21 | **A2 Contribution –** send what we have tomorrow (due date). Follow steps given via email from Umera if everyone hasn’t signed. | Bec |  |  |  |