

Higher education cover sheet for submission of work assessment

Cover Sheet

Office use only

School: School of Science (CS & IT), RMIT

Program name: OUA Study Period 4

Program code: UG 2020 (2097)

Course/unit name: Introduction to Information Technology

Course/unit code: COSC2196

Name of lecturer/teacher: Anthony Clapp

Name of tutor/marker: Umera Imtina – Group D

Assignment no: 2 Due date (DD/MM/YYYY): 22/01/2021 Class day/time: Tuesdays 7pm and Monday 8pm

Campus: OUA

Student/s

Family name: Batten Given name: Phillip Student no: S3882329

Family name: Watson Given name: Michelle Student no: S3632469

Family name: King Given name: Nathan Student no: S3887135

Family name: Cameron Given name: Alasdair Student no: S3884660

Family name: Mpantellis Given name: Nicholas Student no: S3863803

Family name: _____ Given name: _____ Student no: _____

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Student signature/s

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1. Phil Batten (electronically acknowledged 22/01/2021)

4. Alasdair Cameron (electronically acknowledged 22/01/2021)

2. Michelle Watson (electronically acknowledged 22/01/2021)

5. Nicholas Mpantellis (electronically acknowledged 22/01/2021)

3. Nathan King (electronically acknowledged 22/01/2021)

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Copies of this form can be downloaded from the student forms webpage at rmit.edu.au/students/student-essentials/forms/assessment-forms.

GitHub Public Repository URL: https://github.com/nathan-king/COSC2196_Assessment2

GitHub Public Pages URL: https://nathan-king.github.io/COSC2196_Assessment2/

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Tools

MS Teams



Figure 1: MS Teams Logo
("Microsoft Office is part
of Microsoft 365 | Office
Apps FAQs" 2020)

After forming our group on the Canvas Discussion board, MS Teams has been the primary communication form. We are utilising the built-in discussion board to post about essential communications, using the Teams Meeting site to have our thrice-weekly catchups and the file-sharing for agendas, actions, and sharing of other documents relevant to this assignment. The other essential tool was the Chat function on MS Teams used for general ad-lib discussions to share ideas, reminders, or check-in. Copies of the Agendas, recordings of Meetings and Actions evolving from those meetings available on the below links.

MS Teams Group 6 PANNM Joining Link

- [Link to Join COSC2196 Introduction to IT \(Study Period 4\) Group 6 Teams Channel](#)

Meeting Records

• 05/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 07/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 10/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 12/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 15/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 17/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 19/01/2021	Link to Agenda	Link to Recording	Link to Actions
• 21/01/2021	Link to Agenda	Link to Recording	Link to Actions

Other Documents

- [Project Resources](#)
- [Interview Record of IT Works | Alistair Elliott. Director, Discovery Consulting](#)
- [Module 7.2.1 Group module](#)



Figure 2:Git Hub Logo ("Build
software better, together"
2021)

GitHub Team Website

- [Link to Website](#)

GitHub Team Repository

- [Link to Group 6 – PANNM Repository](#)

Whilst we agree the GitHub Repository Audit trail is a powerful tool for tracking and logging the work completed with the website's development, we did not find it practical to form an audit trail to complete this report. The group has successfully worked together, maintaining strong communication daily using the Chat application on the Teams site, using the discussion board for significant points, but found the Chat app more user friendly and just as easy to share information links.

The group used SharePoint in the Teams Site to share all the necessary files, including the Agenda and Actions outlined above. Though the main piece was collaboratively creating this report using SharePoint and Word, we simultaneously worked on the same document. Allowing us to actively see each other's work develop and gave the ability to use the comments section to tag and discuss points and pose questions and alternatives. Interestingly, as the report was getting closer to completion and file size more extensive, we had issues with images disappearing from our document (X Image cannot be displayed.), thankfully, as this file was being saved using Share Point, we were able to use version history to restore images from previous versions.

Agenda 05th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 05th January 2021

Time: 9 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Discuss and review the requirements of Assessment 2: Team project and Rubric.
3. Discuss timelines and check-in points including video meetings at least twice a week
4. Decide on group name (remembering to consider future job applications)
5. Discuss capturing minutes and actions from meetings and ensure all agendas/actions placed on the Teams site.
6. Discuss experiences and skillsets to assist in next agenda item
7. Work through leads for and break up workload – excel document (same file as availabilities, additional tab)
 - Team Profile 5%
 - Tools 5%
 - Industry Data 10%
 - IT Work 15%
 - IT Technologies 25%
 - Project Ideas 15%
 - Feedback 7.5%
 - Group reflection 7.5%
 - Presentation 10%
8. Discuss assignment one and share links to Profile websites to include in this assignment's website.
 - Be prepared to discuss your results from assignment 1 with the team to all support each other to maximise results on this assignment.
9. Agree on timelines for all actions
10. General discussion.
11. Close.

Agenda 07th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 07th January 2021

Time: 7:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Discuss and agree on action of team member Steven Smith- final email sent for confirmation.
3. Discuss and agree on Workload Distribution and confirm timelines.
4. Tools
 - Nathan to create repository for Assignment 2 and share collaborative access with the team.
 - Team to share with Nathan their GitHub access (may be different to student id)
 - Team to agree on format to use for Website to keep it simple to all work on (HTML5UP Template??)
5. Team Profile
 - All team to upload to team site the Assignment 1
 - All team to provide profile photos to use in the team profile for both the report and website.
6. Agree on first sections to complete by Sunday
 - I suggest Team Profile and IT Technologies – each team member can work on one piece each
 - Discuss further and agree

Agenda 10th January 2021 - Group A6 - Introduction to IT

Date: Sunday 10th January 2021

Time: 7:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Each team member to provide update on agreed workload competition for Profiles and IT Technologies
3. Referencing discussion: mybib and maintaining a reference list
4. Plan next steps of workload
 - To be completed by Friday
 - i. Commence work on Website using completed sections
 - ii. IT Work (Interview) – discuss and agree on subject and interviewer. As a group, review questions and add additional questions (review final questions on Tuesday catch up)
 - iii. Ideal Jobs – this section ties together with Industry Data – will require someone to take the lead, though there is parts all of us will need to contribute to
 - iv. Industry Data – this section ties together with Ideal jobs – will require someone to take the lead, though there is parts all of us will need to contribute to
 - To be completed by Sunday
 - i. Continue working on Website
 - ii. Project Idea – discuss and agree on topic build skeleton of what we need to do and assign workload on Tuesdays catch up.
 - iii. IT Tools – although we are including links in the reports, this is actually also submitted as a second file and includes links to the repository and the website. Provided we keep updating as move along, we can pull this all together once everything is complete as it is the IT Tools section in the report.

Agenda 12th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 12^h January 2021

Time: 9:00 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Discuss and agree on Workload Distribution and confirm timelines.
 - Quick update from everyone as to how they are going with workload
3. Group work for week 7 module
 - Quick discussion
4. Agree and finalise questions for interview. ([link](#))

Agenda 15th January 2021 - Group A6 - Introduction to IT

Date: Friday 15th January 2021

Time: 7:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Provide an update on current progress on workload
3. Discuss images in reports, and adding to image folder on repository
4. Discuss workload distribution to finalise written report
5. Discuss workload distribution to finalise website.

Agenda 17th January 2021 - Group A6 - Introduction to IT

Date: Sunday 17th January 2021

Time: 5:00 pm

Location: Teams Video Meeting

Agenda

12. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alasdair as meeting organiser)
13. Discuss progress on written report completion.

We are on the home straight with the written report and ready to get cracking on pulling the Web Page together.

Just a few areas to finish up and thoughts before we finalise the written piece.

Team Profile.

- Michelle just needs Nicholas and Nathan to confirm a couple details in the last table please.

Tools.

- This section is finished with the exception of the links to the last of our meetings, so will finalise after our final meeting before submission.

Industry Data.

- This section is looking good Nicholas, just need some paragraphs above the two tables explaining what it is we are looking at for OUR skills.
- I assume you have done these in eXcel, and then taken an image and placed in. Could you copy the table and paste that in instead, happy to help you with formatting if it doesn't paste correctly to start, just leave the images there as well until we have them set.
- Nathan, Nicholas and Michelle just need your single paragraph in this space as well to complete.

IT Work.

- Nice work Alasdair, on framing up the interview.
- My only thoughts are instead of posing questions for the subject headings, could we phrase them as statements.
- eg instead of "What does he find challenging?" simply as "The Challenges" I think it will read better, but this is simply my opinion, and open to suggestions from the group.

IT Technologies

- Nicholas we just need an image from you to complete this section.

Project Idea

- Nathan, can you just wrap up the section on Skills and How please
- Michelle the information you found is great, can you just build this into the funding section.
- I will write up the Outcomes Sections.

Group Reflection

- We all need to write about 200 words in this section.
- Alasdair, would you mind writing the group view on this, and include the difficulties we had with Steven to start with and the time it consumed. If everyone could add in the comments one line they would like AI to include so he can summarise would be awesome

Citations

- Continue to add Citations as you need.

Appendix

- Only the original transcript from the interview.

Editing.

14. Group work for week 7 module

- What does Alasdair need from us

15. Work timelines for completion of website this week – view to have everything finished by Friday evening.

16. Timing of Tuesday and Friday meetings

Agenda 19th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 17th January 2021

Time: 8:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alasdair as meeting organiser)
2. Discuss progress on written report completion.

We are essentially complete with the exception three pieces to finalise this week.

- Links to Agendas, Videos and Actions to be added with tonight's and Thursday's meeting Need to double check all links available to RMIT
 - Alasdair to make links to videos public
 - Review Citations page – I think I will create subheadings and cluster the references based on section of the report for a simpler search.
3. Discuss distribution of workload to finalise Website by Thursday evening.
 - Pages
 - i. Front Page
 - ii. Welcome to the team
 1. Need containers for controlling images of team. Can we wrap text in HTML??
 - iii. Ideal Jobs >> should this just form part of Welcome to the team??
 - iv. Tools
 1. Need to include containers to embed the videos of the meetings, lets discuss what is required.
 - v. IT Work
 1. Need to include containers to embed the videos that are linked in the document.
 2. Can we set out the top to be in two columns as per in the report for the details and photo??
 - vi. IT Technologies – **Completed** but need to fix the images that appear on the home page, as they are not displaying – do they need to be a certain size or type?
 - vii. Project Ideas
 1. Need to include some containers on this page for images, and also some columns where the information does not warrant a full width page, as per the written report.
 - viii. Group Reflection
 - ix. Citations
 - 4. Discuss Assessment 3 and 5 and plan of attack – please have a read over requirements prior to catch up to have a better understanding.

Agenda 21st January 2021 - Group A6 - Introduction to IT

Date: Thursday 21st January 2021

Time: 8:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alasdair as meeting organiser)
2. Final Update on Website completion from team and any outstanding work
3. Discuss final links to be attached and submission
4. Discuss Plans for Assessment 3 and 5

Meeting Actions 05th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 05th January 2021

Time: 9 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
 - Acknowledged and AI to share with team
2. Discuss and review the requirements of Assessment 2: Team project and Rubric.
 - discussed
3. Discuss timelines and check-in points including video meetings at least twice a week
 - AI has set up meetings for Tuesday, Friday and Sunday for next two weeks
4. Decide on group name (remembering to consider future job applications)
 - Team agreed to think about this over the next week and share ideas on Team Chat
5. Discuss capturing minutes and actions from meetings and ensure all agendas/actions placed on the Teams site.
 - Phil will capture minutes/actions and AI will record and share meetings
6. Discuss experiences and skillsets to assist in next agenda item
 - General discussion, Phil to work on potential leads for each section based on skill set and trying to balance workload based on level of weighting for each section.
 - Currently on 5 active team members so work with that.
7. Work through leads for and break up workload – excel document (same file as availabilities, additional tab)
 - Link to workbook on Teams Site
 - <https://rmitteduau.sharepoint.com/:x:/r/sites/Group6COSC2196Assessment2/Shared%20Documents/General/Group%20A6%20-%20Introduction%20to%20IT.xlsx?d=wc6b7a355f52b43cdb20b7fc9b01e0d52&csf=1&web=1&e=Pe9hqo>
8. Discuss assignment one and share links to Profile websites to include in this assignment's website.
 - Be prepared to discuss your results from assignment 1 with the team to all support each other to maximise results on this assignment.
 - General discussion held, will be discussed in more detail next meeting. Website links shared
9. Agree on timelines for all actions
 - Plan is to have report completed to finalise website and review both by Sunday 17th allowing 5 days to complete final review and ensure Website corresponds.

Actions from Meeting 07th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 07th January 2021

Time: 7:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
 - Meeting recorded
2. Discuss and agree on action of team member Steven Smith- final email sent for confirmation.
 - Email to be sent to Anthony Clapp and cc Umera and team confirming removal of Steven from our group.
 - Will press on as group of five but will take another if someone is actively still looking.
3. Discuss and agree on Workload Distribution and confirm timelines.
4. IT Tools
 - Nathan to create repository for Assignment 2 and share collaborative access with the team.
 - i. Repository to be set up
 - Team to share with Nathan their GitHub access (may be different to student id)
 - i. Team to share with Nathan via Chat their GitHub access so he can authorise collaboration.
 - Team to agree on format to use for Website to keep it simple to all work on (HTML5UP Template??)
 - Agree on Template – HTML5UP HyperSpace
5. Team Profile
 - All team to upload to team site the Assignment 1
 - All team to provide profile photos to use in the team profile for both the report and website.
6. Agree on first sections to complete by Sunday
 - I suggest Team Profile and IT Technologies – each team member can work on one piece each
 - Discuss further and agree
 - i. Agreed on immediate focus to be completed between today and Sunday
 - ii. Michelle to complete Profiles (Everyone to upload assignment 1 and photo)
 - iii. Nathan, Alasdair, Nick and Phil to pick one of the IT Technologies topics each and complete by Sunday

Team to work directly into shared assignment document, so we are actively all progressing together.

Meeting Actions 10th January 2021 - Group A6 - Introduction to IT

Date: Sunday 10th January 2021

Time: 7:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Each team member to provide update on agreed workload competition for Profiles and IT Technologies
 - Michelle just needs to finalise Personality test section – further detail required from Nick and Phil to help finalise.
3. Plan next steps of workload
 - To be completed by Thursday
 - i. Commence work on Website using completed sections
 1. Nathan to continue to lead and managing all us as required to support
 2. Team to clone repository so they can assist.
 3. Make sure you PULL before you PUSH to make sure you do not override other changes made.
 4. Nick to work on Skeleton and start completing sections as completed in the main report.
 - ii. IT Work (Interview) – discuss and agree on subject and interviewer. As a group, review questions and add additional questions (review final questions on Tuesday catch up)
 1. Phil to put together the draft list of questions
 2. Everyone to please add any additional questions the wish to include before Tuesdays catch up.
 3. Questions to be finalised at Tuesday night catchup
 4. Phil to arrange and complete interview.
 5. Alistair Elliott Director of Discovery Consulting (SAP/Success Factors) is happy to be interviewed. Even happy to be interviewed by all of us as a group via video if we wish to proceed that way
 - iii. Ideal Jobs – this section ties together with Industry Data – will require someone to take the lead, though there is parts all of us will need to contribute to
 1. This sections actually forms part of team profile on rubric. Michelle will continue to pull this together, though will need additional information from all of us to complete.
 2. Please make sure you provide Michelle with this information promptly when asked.
 - iv. Industry Data – this section ties together with Ideal jobs – will require someone to take the lead, though there is parts all of us will need to contribute to

Group 6 Assessment 2 - COSC2196 Introduction to IT

1. Nick will start work on this section with everyone's support.
- To be completed by Sunday
 - i. Continue working on Website
 1. Nathan to continue to lead and managing all us as required to support
 - ii. Project Idea – discuss and agree on topic build skeleton of what we need to do and assign workload on Tuesdays catch up.
 1. We will run with Use by Date idea for project
 2. Alasdair to review to put a different lens on this and draw up the skeleton so we can get started on this earlier rather than later.
 - iii. IT Tools – although we are including links in the reports, this is actually also submitted as a second file and includes links to the repository and the website. Provided we keep updating as move along, we can pull this all together once everything is complete as it is the IT Tools section in the report.
 1. We will continue to document and capture all details as we progress so this will be just a snapshot taken at end to submit separately.

Meeting Actions 12th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 12th January 2021

Time: 9:00 pm

Location: Teams Video Meeting

Agenda

- Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
17. Discuss and agree on Workload Distribution and confirm timelines.
- Quick update from everyone as to how they are going with workload
 - Michelle currently unwell with a migraine - continue to work on Ideal Jobs
 - Nathan and Al have heavy workloads this week as both completing three subjects. Al has test Wednesday.
 - Nathan has website template set up and starting to build.
 - Nick is working on Industry Data but will be mainly towards end of week due to other commitments. Discussed the need to lean out to rest of team for support on answering the questions.
 - Al is working on skeleton of Project Idea and continue to support Nick
 - Phil needs to fill in details to finalise team profile section, and has arranged to interview Alistair Elliott, Founding Director of Discovery Consulting who specialise in SAP and SuccessFactors
18. Group work for week 7 module
- Quick discussion
 - Al has made a good start on this module, has shared a document,
 - Everyone to contribute by the end of the week.
19. Agree and finalise questions for interview. ([link](#))
- Discussed, and added additional questions to be included in the interview.
 - Phil to complete the interview.
20. Additional discussions not included in agenda.
- Research late today revealed an app on the market that was very similar to what we were proposing
 - Discussion around how to approach and if we should consider a change of project.
 - Consensus was reached on continuing with current approach but to include additional capabilities including nutritional information, and recipes that ingredients that are coming close to use by could be used for, along with link into adding discarded items to shopping lists – looking to capability to import into existing shopping apps such as Woolies and Coles

Meeting Actions 15th January 2021 - Group A6 - Introduction to IT

Date: Friday 15th January 2021

Time: 7:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alisdair as meeting organiser)
2. Provide an update on current progress on workload
 - Michelle working on ideal jobs section, working on the tables to review the skill set requirements. Should be finished by Sunday morning
 - Nathan to complete the Skills and How section by Sunday morning
 - Nathan to have sections laid out on website by Sunday so team can start completing the website.
 - Al to start converting the interview information and edit into the assignment
 - Nicholas has a couple of questions that need completing. Tag the people that you need more information from to complete
 - Everyone to add one line about opinion of ideal role.
 - I will work to complete the project section
3. Discuss images in reports, and adding to image folder on repository
 - Images to prepared by Phil with Image Source tag line attached and placed in folder in repository
4. Discuss workload distribution to finalise written report
 - Phil to finalise citations, Nathan to finalise project skills section a
 - Michelle to finalise Funding section
 - Alasdair to finalise Interview section
 - Nicholas to finalise Industry Data
 - Everyone to complete their group reflection
5. Discuss workload distribution to finalise website.
 - Phil to start on website by doing the four technologies sections as they are now complete
 - Nathan to be lead and assist with technical difficulties
 - Alasdair to do Interview and Welcome pages
 - Nicholas to do Industry Data pages
 - Michelle to do group reflection, interview transcript sections

Agenda 17th January 2021 - Group A6 - Introduction to IT

Meeting Actions 17th January 2021 - Group A6 - Introduction to IT

Date: Sunday 17th January 2021

Time: 5:00 pm

Location: Teams Video Meeting

Actions

21. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alasdair as meeting organiser)
22. Discuss progress on written report completion.

We are on the home straight with the written report and ready to get cracking on pulling the Web Page together.

Just a few areas to finish up and thoughts before we finalise the written piece.

Team Profile.

- Michelle just needs Nicholas and Nathan to confirm a couple details in the last table please.
 - Confirmed – remove comments from report

Tools.

- This section is finished with the exception of the links to the last of our meetings, so will finalise after our final meeting before submission.
 - Add final link after meeting Thursday evening.

Industry Data.

- This section is looking good Nicholas, just need some paragraphs above the two tables explaining what it is we are looking at for OUR skills.
- I assume you have done these in eXcel, and then taken an image and placed in. Could you copy the table and paste that in instead, happy to help you with formatting if it doesn't paste correctly to start, just leave the images there as well until we have them set.
 - Just need to do referencing section to be completed Sunday evening
- Nathan, Nicholas and Michelle just need your single paragraph in this space as well to complete.
 - Just Nathan to complete to be completed Sunday evening

IT Work.

- Nice work Alasdair, on framing up the interview.
- My only thoughts are instead of posing questions for the subject headings, could we phrase them as statements. eg instead of "What does he find challenging?" simply as "The Challenges" I think it will read better, but this is simply my opinion, and open to suggestions from the group.
 - Leave as is

IT Technologies

- Nicholas we just need an image from you to complete this section.
 - Nicholas to insert image tonight

Project Idea

- Nathan, can you just wrap up the section on Skills and How please
 - Place reference at end of paragraph, before bullet points
 - Combine Skills and How together and complete tonight
- Michelle the information you found is great, can you just build this into the funding section.
 - Michelle to finalise tonight (Sunday)

Group 6 Assessment 2 - COSC2196 Introduction to IT

- I will write up the Outcomes Sections.
 - Completed

Group Reflection

- We all need to write about 200 words in this section.
 - Everyone to add their paragraph this evening (Sunday) and if there is any other points you want AI to include in group summation, add to the comments on report
- Alasdair, would you mind writing the group view on this, and include the difficulties we had with Steven to start with and the time it consumed. If everyone could add in the comments one line they would like AI to include so he can summarise would be awesome
 - AI will collate as soon as everyone has completed their paragraphs as above, so the quicker we get this done, the quicker, AI can do the summation.

Citations

- Continue to add Citations as you need.

Appendix

- Only the original transcript from the interview.

Editing.

- Phil to keep editing as each section is completed.

23. Group work for week 7 module

- What does Alasdair need from us?
 - i. Completed and submitted

24. Work timelines for completion of website this week – view to have everything finished by Friday evening.

- Created task checklist on Teams Site on Group section, will appear as additional tab. Nathan to list all the pages, so we can keep track of which pages have been completed and which still to complete
- Team, please make sure you advise everyone if you are going to work on a particular page, so no one works over the top of each other.

25. Timing of Tuesday and Friday meetings.

- Final week this week, and Friday will be too late, unless you just want to catch up and have a drink.
- Meetings on Tuesday and Thursday this week.
- Timing needs to be earlier so as not to clash with other commitments for AI.
- Will need to cut short on All Course Collaborate session this week so we can catch up at 8:30 instead.

Meeting Actions 19th January 2021 - Group A6 - Introduction to IT

Date: Tuesday 17th January 2021

Time: 8:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alasdair as meeting organiser)
2. Discuss progress on written report completion.

We are essentially complete with the exception three pieces to finalise this week.

- Links to Agendas, Videos and Actions to be added with tonight's and Thursday's meeting Need to double check all links available to RMIT
 - Alasdair to make links to videos public
 - Review Citations page – I think I will create subheadings and cluster the references based on section of the report for a simpler search.
3. Discuss distribution of workload to finalise Website by Thursday evening.
 - Pages
 - i. Front Page **Nicholas/Nathan to complete**
 - ii. Welcome to the team **Alasdair**
 1. Need containers for controlling images of team. Can we wrap text in HTML??
 - iii. Ideal Jobs >> should this just form part of Welcome to the team?? **Alasdair**
 - iv. Tools **Alasdair**
 1. Need to include containers to embed the videos of the meetings, lets discuss what is required.
 - v. Industry Data **Nicholas**
 - vi. IT Work **Phil**
 1. Need to include containers to embed the videos that are linked in the document.
 2. Can we set out the top to be in two columns as per in the report for the details and photo??
 - vii. IT Technologies – **Completed** but need to fix the images that appear on the home page, as they are not displaying – do they need to be a certain size or type? **Fixed**
 - viii. Project Ideas **Nathan**
 1. Need to include some containers on this page for images, and also some columns where the information does not warrant a full width page, as per the written report.
 - ix. Group Reflection **Michelle**
 - x. Citations **Phil**
 - xi. **Interview transcript – Michelle??**
 4. Discuss Assessment 3 and 5 and plan of attack – please have a read over requirements prior to catch up to have a better understanding.
 - Please read details of both sections make notes and be prepared to discuss Thursday evening.

Meeting Actions 21st January 2021 - Group A6 - Introduction to IT

Date: Thursday 21st January 2021

Time: 8:30 pm

Location: Teams Video Meeting

Agenda

1. Ensure all meeting participants are aware the meeting is going to be recorded for submission with the assignment rubric and start recording (Alasdair as meeting organiser)
2. Final Update on Website completion from team and any outstanding work
 - Final wrap of items to complete
 - Alasadair to make videos public and add final link to report
 - Nathan to adjust image sizes on front page of website
 - Michelle to adjust the Meta Names at top of page to reflect correct page on tab.
 - Phil to adjust formatting on project research section
 - Nathan to add citations to project page on website
 - Nicholas to finish colours on tables
3. Discuss final links to be attached and submission
 - Everyone to sign contribution form
 - Phil to create the two PDF's and submit BOTH Files
 - Everyone to submit copy of contribution form (not sure but better to be safe than sorry)
 - Copies of all three PDF's added to a folder on the repository
4. Discuss Plans for Assessment 3 and 5
 - Meet 11:30 am Sunday morning to go through Assessment 3 strategy