

MEETING AGENDA

Meeting #7

Prepared by: Ysabel Dungca
17th of September 2020

AGENDA

A STATUS UPDATE ON EVERYONE'S PROGRESS PRIOR TO DUE DATE

- Belle has finished writing up agendas and action documents for the website, as well as assisting with the write-up of the project ideas section, which is ready to go, and has also written an individual reflection.
- Tom has finished putting his content on the website and has also finished writing up his individual reflection.
- Ben has finished researching both of the IT Technologies assigned to him.
- Andrew has finished his Team Profile section and is making steady progress on the Industry Data section.
- Campbell is mostly finished researching the IT Technologies assigned to him.
- Tung, with Belle's help, has refined the project ideas section.

GROUP REFLECTIONS & INDIVIDUAL REFLECTIONS

- The group decided to compile everyone's individual reflections (written and to be written) in a Google document for easy referencing, which will inform the group reflection to be written.
- The group also discussed the group's performance during the meeting, with everyone believing this assignment went well.

THE CONTRIBUTION FORM

- Tom reminded the group of the contribution form, which was mostly filled out during the meeting to be refined by Belle.