

Meetings

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Invite Link

<https://teams.microsoft.com/l/team/19%3adbmrml3picibjexv2x65vkx43ajj00jlnhjctzruzca1%40thred.tacv2/conversations?groupId=2f3f8b7c-f2b9-485d-87ae-1a9d13ed2588&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>

Agenda 1

1. Celebration of completion of assignment 2
 - Discuss What we think we did well
 - Discuss improvements for next assignment
2. Discuss requirements of assignment 3
 - Think of what you individually want from this assignment learning wise
 - Ascertain communication rules, concerning meetings and chats going forward in line with assignment constraints.
3. Brainstorm ideas for uniform referencing to ensure consistency between work submitted
4. Discuss pros vs cons for moving away from docx, xlsx, pptx files.

Agenda 2

1. Find status of peoples programming skill-set, & discuss programming options:
 - MIT App Creator. (Medium difficulty)
 - Python Based, Command Line Interface(Don't Advise) (Hard difficulty/ugly)
 - PHP Based Dynamic Page. (Hardest, requires 3 languages, closest to real prototype)
2. Bring attention to Hugo's writing structure page, encourage team to follow outline conventions.
 - Ask for constructive points or modifications before moving on
3. Enquire as to everyone's comfort level with GitHub & suggest a live stream on how to change Repo from old to new
 - If live stream is good, schedule ASAP, and post video for future reference on you-tube.
4. Quick summary for project overview, ascertain what viable goals to set for the next 4 weeks, Remember time is running fast.
5. Quick discussion of expectations for video presentation, mention why it was moved to a separate assignment, discuss if that is something we should address.

Agenda 3

1. Enquire about status of our video draft script.
2. Ask how everyone's practice with MIT App Creator has been.
3. Ask for volunteer to perform a mock-up in whichever software the individual prefers for the visual representation of the project
4. Enquire into the projects aims and organize to discuss one on one between Taylen and Tim about expectations for the application.

Agenda 4

1. Discuss on how we can all share Figma data for application development. Is this something that is shared through git or is it all inclusive on the application.
2. When would be best to start ticking off the boxes for our Project plan. It appears we still have much to do and time is not slowing down
3. Ask Hugo to do a proofread on the project overview and implement suggestions as per style guide.
4. Remind all that all files should contain camel case for their titles. The style guide is uploaded to git in the Assignment3/ProjectManagment folder.
5. Ask Tetsu and Brandon what assistance we can offer them.

Agenda 5

1. Read and discuss Tim's update with everyone in regard to the application User Interface
2. Confirm that spark plus is complete
3. Ask for volunteer to proofread project plan (Overview) and aims
4. Discuss current status of video script, encourage team to proofread the individual segments and personalise them where applicable
5. Enquire with Hugo on progress made on jobs section.
6. Enquire with video team on time availability.
7. Enquire with Ahmet on progress within tools section.

Agenda 6

1. Check to everyone can view our project management channel, are they updating the tasks as they go along
2. Discussion of results from assignment two, What do they mean, are we happy with them.
3. Discuss requirements for testing, time-frame and risks section. Allocate responsibility.
4. Enquire with Hugo how his job advertisements are going.

Agenda 7

1. Revise time-frame across the board, get status of brandon and allocate additional tasks
2. Schedule the script to be finalised. This includes all of us personalising their individual scripts and then recording their speech samples to be submitted into the GitHub
3. The Video needs to be shared another way we cannot keep it in the repo as the size is simply too large.
4. Request an update from Ahmet for the tools.

Agenda 8

1. Enquire status of tools section, jobs section, and group process and communications
2. Discuss pronunciation of stockIT and set deadline for the individual voice recordings.
3. Share plan for the next 10 days up to submission.
4. Discuss deadlines for content to be presented in the report.

Agenda 9

1. Ask team if all work is complete, Discuss which additional work requires priority
2. Ask Tim which additional work can be done with regard to our project.
3. If there is any additional work, allocate it to other team members
4. Tetsu to stream the video in our meeting and team to discuss.

Agenda 10

1. Allocate proofreading as a priority to be complete as soon as possible
2. Ask where Tetsu is in regard to video presentation
3. Ask Hugo to proofread GitHub and tools folder.
4. Brandon to proofread the job advertisements
5. Ahmet tools write up update and finalisation.
6. Was any further progress made on our subscription structure for the video presentation.

ACTIONS 1

1. Hugo to write down sentence, and paragraph structure.
2. Tim to write overview section for project
3. Tetsu and Brandon to find out the nuts and bolts of video presentation.
4. Taylen to analyse tasks and share an organisational chart to show workload and time to set aside.

ACTIONS 2

1. Agreed upon a set of conventions from which we will write all documents in the future.(Achieved by a majority vote)
2. Came to conclusion that we will use MIT App Creator for our project development.
3. Prompted everyone for a GitHub live stream, general consensus was that it is not required.
4. The project summary should be complete on Friday 22nd October.
5. Discussion in regard to collaboration on the video assignment seemed to go well. Tetsu agreed to look into methods for integrating others work into the project.

ACTIONS 3

1. Video draft script to continue at current rate of development.
2. Potential for alternative application production suite has been proposed.
3. Mock up to be completed by Tim before 28th October meeting
4. Tim and Taylen to have a one on one meeting prior to Thursday meeting.

ACTIONS 4

1. Figma data is shared both via their web interface, PDF and their own application.
2. Assigned Hugo to complete roles and two job advertisements.
3. Tim's mock up approved for continuity, Tim to continue developing the wire-frame to completion.
4. All future files to have title in capitalised CamelCase.
5. Video script due to be handed in Sunday 7th of November
6. Encouraged all people to continue using git for file sharing as the commits have stopped
7. Confirmed that all absences from the meeting need to notify Taylen Anderson prior to said Absence.

ACTIONS 5

1. Need suggestions from team on UI for websites for inspiration for Tim
2. Spark Plus for assignment 2 is completed
3. Ahmet has volunteered to proofread project plan (Overview and Aims)
4. Draft video script is complete, draft of storyboard is in progress
5. Hugo confused initially by jobs section, set him on team agreed track for jobs section.
6. Brandon has some time to spare from first of November, Find additional work from then
7. Tools section research is complete, Ahmet to document his findings.

ACTIONS 6

1. Ensure written content across the board is concise, and to the point.
2. Better layout and font choice has been implemented.
3. Allocation of testing, time-frame and risks to Hugo and Tim
4. Assessment of financial aspects to be collected and drafted by Sunday 7th of October
5. Tetsu to finalise the financial aspects from this date
6. Discussed tools, and provided further information to Ahmet in regard to this segment.

ACTIONS 7

1. Brandon allocated to group process and communications.
2. Script was finalised and recording of voice was to be scheduled
3. We stopped shareing the video over github and used the file sharing on teams due to bandwidth issues
4. Ahmet gave us an update on tools and requested feedback on what tools we were proficient in.

ACTIONS 8

1. Tools and group process to be completed by 14th November 2021
2. Jobs completed prior to 11th November 2021
3. Next 10 day include finalisation of the individual documents, creating the PDF report and website.
4. Deadline for all content suggested to be 14th November 2021 8:00pm

ACTIONS 9

1. Tetsu to continue creating the video as schedule. Any further additions for the subscription to be added at the end.
2. Subscription to be simplified so it is more marketable. Pricing to be added.
3. Teased PHP website mock up. Taylen to put in some time where available to create something of substance.

ACTIONS 10

1. Hugo to proofread plans and progres
2. Brandon to proofread risks
3. Tim to proofread group process and communications
4. Ahmet to proofread tools and technologies and github audit
5. Group reflections to be done by sunday morning