MEETING #4 AGENDA:
Chair: Martina
Note-taker: Natanya

Tuesday 04/05:
-Group meeting (last meeting) and group reflection 400 words:

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Group Reflection
Towards the end of the assignment period, you should reflect as a group on how well you think you have performed in this assignment. You should include whatever evidence you may have about the groups processes (such as commit trails from GitHub, or project meeting minutes). ==Each member of the group should contribute up to 200 words about their own perception of the group==, and the ==group as a whole should contribute around 400 words.== This should include the following attributes:

- What went well
- What could be improved
- At least one thing that was surprising
- At least one thing that you have learned about groups
- Remember to include in your section on Tools how well you think your Github log of activity reflects your group's work on this assignment.

7.5-6 Marks
You have reflected and discussed what worked well in your group. You have elaborated on what could be improved and how. You have included at least one surprising thing for each team member. You have deeply discussed one thing you have learned about group work.
Contributions have been noted clearly with commentary.

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-individual reflections??

-Meeting Notes 2, 3 & 4 in PDF format to be uploaded to MS Teams and/or Github repo

-Meeting Agenda 4 in PDF to be uploaded to MS Teams and/or Github repo

-invite/add Anthony Clapp to MS Teams group AND provide link to this group on the PDF and website

-Provide all MS Teams links on the PDF doc – such as meeting video recordings (there should be 4 for the 4 meetings). All files should be able to be accessed via the Teams channel.

-Ensure Github repo has public access ("Manage access") – and all documents etc should be uploaded to the Github repo as well – links to recordings can be provided

-All links provided on website (such as 1. Zoom interview audio recording, 2. Zoom interview video recording, 3. 4 x video recorded MS Teams meetings) must be publicly downloadable/and or have 'download' access for RMIT users if redirected to our Sharepoint

-PDFs linked to on website must be **in** the Github repo **and** downloadable (4 x meeting agendas; 4 x meeting notes – PDF formats only)

-everything to be uploaded and on the Google Doc by tonight so we can upload to the website throughout the day tomorrow

-finalisation of 'Project Idea' section

-finish transcribing interview

-Reminder: SparkPLUS submissions (individual) to be submitted after Wednesday 11.59pm deadline for A2 submission – can be done Thursday onwards