

Meeting #4 – NOTES

Absent: Thao

-Martina - everything done except for reflection (individual); finishing the Project Idea today

-Natanya – need to finish individual IT technologies, finish transcribing our interview answers today, help Martina with the Project Idea tools section

-Wendy – finish IT technologies; Thao and her are going to work on the Burning Glass Data (Industry Data section) discussion and individual parts for other sections like Ideal Jobs table/discussion

-Martina and Natanya to look at the Burning Glass data and say how it changes our opinion of our ideal job

-Meeting tomorrow 2pm for group reflection

-Group reflection – some points:

- What could be improved: communication, organisation, meeting deadlines, responsibility/accountability
- What went well: group dynamics – personalities got along
- One thing that was surprising – time-management was a struggle; is a very important skill/crucial to the functioning of a team. Time went very fast.
- One thing you have learned about groups – holding group members accountable is difficult – ability to be confrontational
- GitHub commits – Natanya created the GitHub repo and index.html file as one part of her contribution, whereas other team members contributed mostly to the PDF report content, with some commits to the GitHub repo also. At the time of writing this, commits are yet to be made by all group members still before final submission. Documents (PDFs) for example in the GitHub repo were created by different members, but might have been uploaded to the repo by others.

-individual reflection to be ready by tomorrow's meeting

-everything on Google Doc to be up and finished by 5pm for uploading to website, then final submission