

# [Team 24 Meeting 1] meeting minutes

Location: [Microsoft Teams/Discord]

Date: [04<sup>th</sup> of October,2020]

Time: [12pm, 6pm]

Attendees: [Motiana, Joanne, Simon, Mason, Roshan, Amer]

## Agenda items

1. [Meet and greet session]
2. [Check members availability]
3. [decide on a meeting schedule]
4. [Set up Discord server for members who are unfamiliar with Microsoft Teams]
5. [Discussion on allocation/delegation of team tasks]
6. [Proposed meetings and project planning]

Action items	Owner(s)	Deadline	Status
[Group set up in canvas]	[Roshan Khadka]	[04-10-2020]	[Complete]
[Start Discussion board thread on canvas]	[Roshan Khadka]	[04-10-2020]	[Complete]
[Set up Discord server]	[Mason Brown]	[04-10-2020]	[Complete]
[2 <sup>nd</sup> meeting scheduled]	[Amer]	[07-10-2020]	[Complete]
[2 <sup>nd</sup> Discussion Board thread on Canvas with a proposed plan]	[Amer]	[04-10-2020]	[Complete]
[Create Github repository for the group]	[Amer]	[04-10-2020]	[Complete]

#### **Additional Notes:**

- Today's meeting was an all-day event, members logged in and out according to their availability, some had trouble downloading Teams and were happy to meet using Discord at least for now.
- Motiana created Teams forum A2 #24 for the group and conducted first meeting at 630pm.
- Members agreed on conducting meetings using Microsoft Teams from now onwards.
- It was agreed that at least 4 formal meetings will be conducted.
- It was agreed that all individual responses and allocated team responses will be posted on group repository and integrated into one Master document.
- Roshan posted the link to his assignment and suggested everyone should do the same.
- Roshan also reported that documents couldn't be uploaded to group repository citing possible access issues in the settings. Documents were uploaded using a fork instead. Meeting concluded.

## [Team 24 Meeting 2] meeting minutes

Location: [Microsoft Teams]

Date: [07<sup>th</sup> of October 2020]

Time: [730 pm]

Attendees: [Motiana, Joanne, Simon, Mason, Roshan, Amer]

Link to meeting recording

<https://web.microsoftstream.com/video/544de940-3bbc-433c-a119-12be69cdb09f>



## Agenda items

1. [Elect team leader]
2. [Troubleshooting GitHub commit issues to group repository]
3. [Agree on a plan to delegate group tasks]
4. [Set up internal deadlines]
5. [Discuss marks/feedback for assessment]
6. [Set a time for next meeting]

Action items	Owner(s)	Deadline	Status
[Upload Assessment 1/link to group repository ]	[Team]	[Immediate]	[In progress]
[Team Profile]	[Amer]	[14-Oct-20]	[In progress]
[Ideal Jobs]	[Amer]	[14-Oct-20]	[In progress]
[Industry Data]	[Joanne]	[14-Oct-20]	[In progress]
[IT Technologies 2]	[Simon]	[14-Oct-20]	[In progress]
[IT Technologies 2]	[Motiana]	[14-Oct-20]	[In progress]
[IT Work/Interview]	[Amer]	[14-Oct-20]	[In progress]
[Tools/Group website]	[Roshan]	[17-Oct-20]	[In progress]

Additional notes:

- Amer will be responsible for setting meeting agendas, recording meetings and keeping meeting minutes.
- Two thirds of this meeting were not recorded because Amer forgot to press the record button.
- Roshan was appointed team leader and tasked with setting up group website.
- GitHub commit issues were identified and rectified, all group members were invited as collaborators to the repository and were able to commit files.
- All members discussed their marks and feedback except for Amer who advised the group that he is applying for special consideration and will discuss his marks as and when they are released.
- Next meeting was scheduled for Monday the 12<sup>th</sup> of October at 7pm Melbourne time.

# [Team 24 Meeting 3] meeting minutes

Location: [Microsoft Teams]

Date: [12<sup>th</sup> of October 2020]

Time: [7pm]

Attendees: [Motiana, Joanne, Simon, Mason, Roshan, Amer]

Link to meeting recording:

<https://web.microsoftstream.com/video/eec4c9f6-fe6c-4489-a071-129e0d9c4787>





## Agenda items

1. [Approving meeting minutes from previous meetings]
2. [Completion check for Assessment 1 upload/link to the website]
3. [Progress on group tasks]
4. [Delegating Part of IT Technologies to Mason]
5. [Selecting a project Idea]

Action items	Owner(s)	Deadline	Status
[Meeting minutes]	[Amer]	[Immediate]	[In progress]
[IT Work/Interview]	[Amer]	[14-Oct-20]	[Complete]
[IT Technologies/Raspberry pis]	[Mason]	[15-Oct-20]	[In progress]
[Updating Master Doc]	[Amer]	[Continuous]	[In progress]
[Project Idea]	[Team]	[TBD]	[In progress]
[Next Meeting]	[Team]	[14-Oct-20]	[Postponed till 15 <sup>th</sup> ]

## Additional notes:

- Meeting minutes from previous meetings approved.
- Roshan's project was shortlisted and will be picked as group project, key factors were feedback from the coordinator and higher marks.
- Group members to complete their work and submit by next meeting, this work is to be merged in one Master document, this will be handed over to Roshan for the development of group website on GitHub.

# [Team 24 Meeting 4] meeting minutes

Location: [Microsoft Teams]

Date: [15<sup>th</sup> of October 2020]

Time: [7pm]

Attendees: [Motiana, Joanne, Simon, Mason, Roshan, Amer]

Link to meeting recording:

<https://web.microsoftstream.com/video/59e84f05-3b6f-4737-932a-289c18b21fb1>



## Agenda items

1. [SparkPLUS Feedback issue to be sorted, Anthony has been emailed by Amer on Tuesday the 13th requesting group registration on the system]
2. [Completion check for **Team Profile**, **Ideal Jobs**, and **Tools** sections]
3. [Completion check for **IT Work**, **IT Technologies**, and **Project Ideas**]
4. [Clarifying the timeline for **Group Reflection**, ambiguity in terms of when it is to be completed]
5. [Review formatting and referencing]
6. [Set up schedule for last group meeting prior to submission]

Action items	Owner(s)	Deadline	Status
[SparkPlus issue]	[Team]	[NA]	[Complete]
[Completion check Team profile]	[Amer]	[15-Oct-2020]	[Complete]
[Completion check Ideal Jobs]	[Amer]	[15-Oct-2020]	[In progress]
[Completion check IT Tech]	[Motiana, Mason, Simon]	[15-Oct-2020]	[Complete]
[Completion check Industry Data]	[Joanna]	[TBC]	[In progress]
[Group reflection responses]	[Team]	[18-Oct-2020]	[In progress]
[Assessment submission date]	[Team]	[20-Oct-2020]	[In progress]
[MS Teams Info]	[Amer]	[18-Oct-2020]	[In progress]

**Additional notes:**

- Roshan advised at the beginning of meeting that submission date has been extended, internal deadline for the submission of pending work was also extended accordingly to 18<sup>th</sup> of October and tentative deadline for submission revised at 20<sup>th</sup> of October.
- Industry Data work is pending because Joanna required responses from all group members to answer Q3, responses have not been provided, there will be a slight delay as a result.
- All submission items are to be completed by the 18<sup>th</sup> of October and handed over to Roshan for the creation of group webpage on GitHub.
- Completed items have already been posted to a MASTER folder with the extension Final Draft and are ready to be transferred to group webpage. Two team members who had difficulty in creating individual webpage on GitHub have been offered additional support and offer to assist so that they meet the core learning objectives. Members are encouraged to create new repositories or add Readme to existing ones and invite collaboration so that they can be guided through the simple coding process again.
- Final meeting organised for 18<sup>th</sup> of October 2020.

# [Team 24 Meeting 5] meeting minutes

Location: [MS Teams]  
Date: [18-October-2020]  
Time: [7pm]  
Attendees: [Motiana, Joanne, Simon, Mason, Roshan, Amer]

Link to meeting recording:

<https://web.microsoftstream.com/video/85c91315-1b18-41f6-9901-05215120d047>



## Agenda items

[Approval of meeting minutes]

[Confirm final internal deadline for the submission of the project]

[Completion check for Ideal Jobs/Amer]

[Completion check for Industry Data/Jo]

[Completion check for Group Reflection/Team]

[Invitation to view, review and suggest edits in GitHub Group repository for MASTER templates]

## Action items

## Owner(s)

## Deadline

## Status

[Completion check for Ideal Jobs]

[Amer]

[18-Oct-2020]

[Complete]

[Completion check for Industry Data]

[Jo]

[19-Oct-2020]

[In progress]

[Responses for Industry Data Q3]

[Team]

[18-Oct-2020]

[In progress]

[Responses for Group Reflection]

[Team]

[18-Oct-2020]

[In progress]

[Uploading all assessment items]

[Amer]

[19-Oct-2020]

[In progress]

[Review, suggest edits, final checks  
before submission]

[Team]

[20-Oct-2020]

[Ongoing]



### Additional notes.

- This will be final meeting for this assessment item. Members will exclusively communicate using MS Teams chat.
- Members are encouraged to post their responses to Jo's Industry Data question so that she can finalise her submission.
- Responses urged for Group Reflection for Amer to finalise this section.
- By today, only Group reflection, MS Teams Info and Industry Data items are pending. 6 other assessment items have already been finalised and uploaded onto GitHub group repository, ready to be transferred to group website.
- Amer and Roshan will liaise the uploading of documents, any potential edits/updates and Roshan will finalise group webpage on Github.
- All members will be emailed final version of Group Project in the form two documents, Final Report and MS Teams Info.