

[Team 24 A3] meeting minutes

Location: [MS Teams]

Date: [28-10-2020]

Time: [7pm AEDT]

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

Meeting Link:

<https://web.microsoftstream.com/video/b86c43bc-1b33-41bb-a0ba-ba3afb3fe6ac>



Agenda items

- [Formalise/confirm existing team structure, Team Leader, Meetings Chair]
- [Number of meetings, meeting times]
- [Feedback from A1 and A2, suggestions, comments on improvements]
- [Suggested work plan for A3]
- [Task allocations/delegations]
- [Internal deadlines]
- [Next scheduled meeting]

Action items	Owner(s)	Deadline	Status
[Review A2 feedback, personal profile section again and A3]	[Motiana]	[Ongoing]	[In progress]
[Review A2 feedback, personal profile section again and A3]	[Joanna]	[Ongoing]	[In progress]
[Review A2 feedback, personal profile section again and A3]	[Amer]	[Ongoing]	[In progress]
[Review A2 feedback, personal profile section again and A3]	[Simon]	[Ongoing]	[In progress]
[Review A2 feedback, personal profile section again and A3]	[Mason]	[Ongoing]	[In progress]
[Review A2 feedback, personal profile section again and A3]	[Amer]	[Ongoing]	[In progress]

Notes: Meeting recording does not show all participants because meeting had to held as an all evening event, various team members logged in at different times and contributed through Teams chat window.

Action items all reflect the same topic, members were encouraged to review the assessment item again and voluntarily pick up tasks best suited to their skillset.

[Team 24 A3] meeting minutes

Location: [MS Teams]

Date: [01-11-2020]

Time: [7pm AEDT]

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

Meeting Link:

<https://web.microsoftstream.com/video/7840b249-5d1a-4d07-8a4f-eaf12136b067>



Agenda items

- [Discuss A2 feedback, suggest any changes, suggest any edits]
- [Confirm existing team structure]
- [Formalise project team roles]
- [Discuss Task allocation]
- [Project expansion]
- [Github CLI for developers]

Action items	Owner(s)	Deadline	Status
[Assign Project manager]	[Amer]	[Ongoing]	[In Progress]
[Front end development]	[Roshan]	[Ongoing]	[In progress]
[Back end development]	[Simon]	[Ongoing]	[In progress]
[Software tester]	[Joanna]	[Ongoing]	[In progress]
[Skills and Jobs]	[Mason]	[Ongoing]	[In progress]
[Tools and Technology]	[Motiana]	[Ongoing]	[In progress]

[Team 24 A3] meeting minutes

Location: [MS Teams]

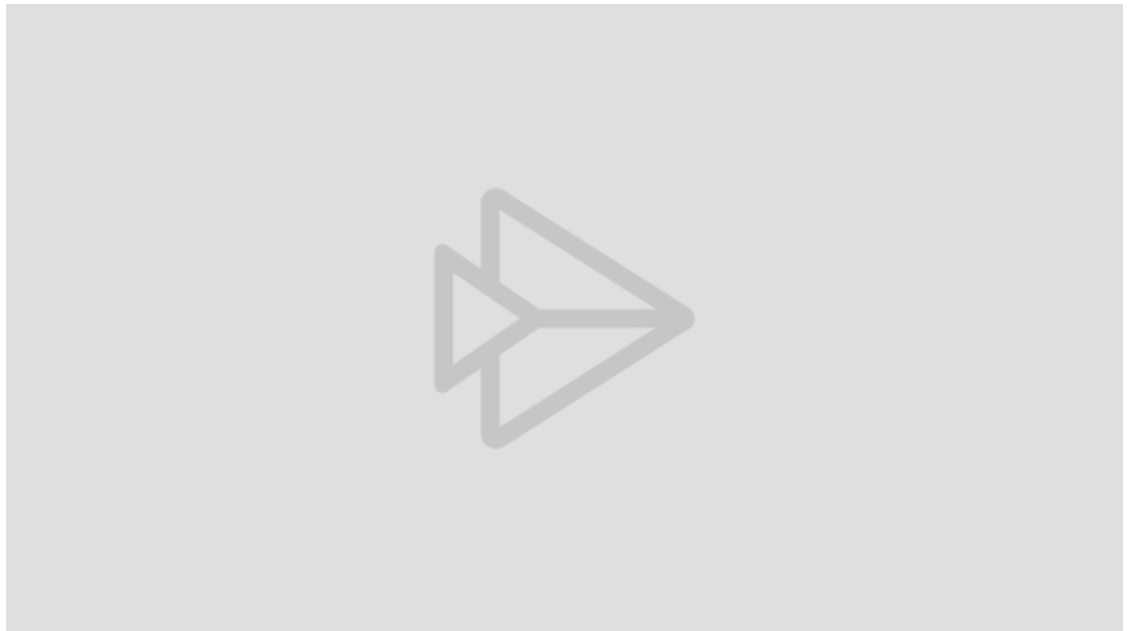
Date: [04-11-2020]

Time: [7pm AEDT]

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

Meeting Link:

<https://web.microsoftstream.com/video/20ebd1eb-d625-4438-b36a-f77cc45830c6>



Agenda items

[Assign Project manager]

[Front end development]

[Back end development]

[Software tester]

[Skills and Jobs]

[Tools and Technology]

Action items	Owner(s)	Deadline	Status
[Prepare project draft]	[Roshan]	[15-11-2020]	[In progress]
[Report rough draft]	[Amer]	[15-11-2020]	[In progress]
[Testing parameters]	[Joanna]	[Ongoing]	[In progress]
[Define front end development requirements]	[Roshan]	[Ongoing]	[In progress]
[Define back end development requirements]	[Simon]	[Ongoing]	[In progress]
[Git CLI collaboration]	[Motiana]	[Ongoing]	[In progress]

[Team 24 A3] meeting minutes

Location: [MS Teams]

Date: [08-11-2020]

Time: [7pm AEDT]

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

Meeting Link:

<https://web.microsoftstream.com/video/bd66d973-e61a-4fe0-8bee-64353e3fddf8>



Agenda items

- [Progress check on the proposed action items from previous meeting]
- [Completion check for Project draft]
- [Completion check for A3 report excluding project artifacts]
- [Completion check for Front end development requirements]
- [Completion check for back end development requirements]
- [Completion check for Testing parameters and Git CLI collaboration for development team]

Action items	Owner(s)	Deadline	Status
[Reassign Motiana's tasks]	[Amer]	[Ongoing]	[In progress]
[Completion check for Skills and Jobs section]	[Mason]	[20-11-2020]	[In progress]
[A5 Storyboard ideas]	[Entire team]	[20-11-2020]	[In progress]
[Video presentation ideas]	[Entire team]	[20-11-2020]	[In progress]
[Extension request for submission of storyboard script]	[Amer]	[20-11-2020]	[In progress]

Additional Notes: Three team members reported extenuating circumstances which significantly delayed the individual submissions and required reallocation of tasks. It was also determined that further assessment extensions may be required.

[Team 24 A3] meeting minutes

Location: [MS Teams]

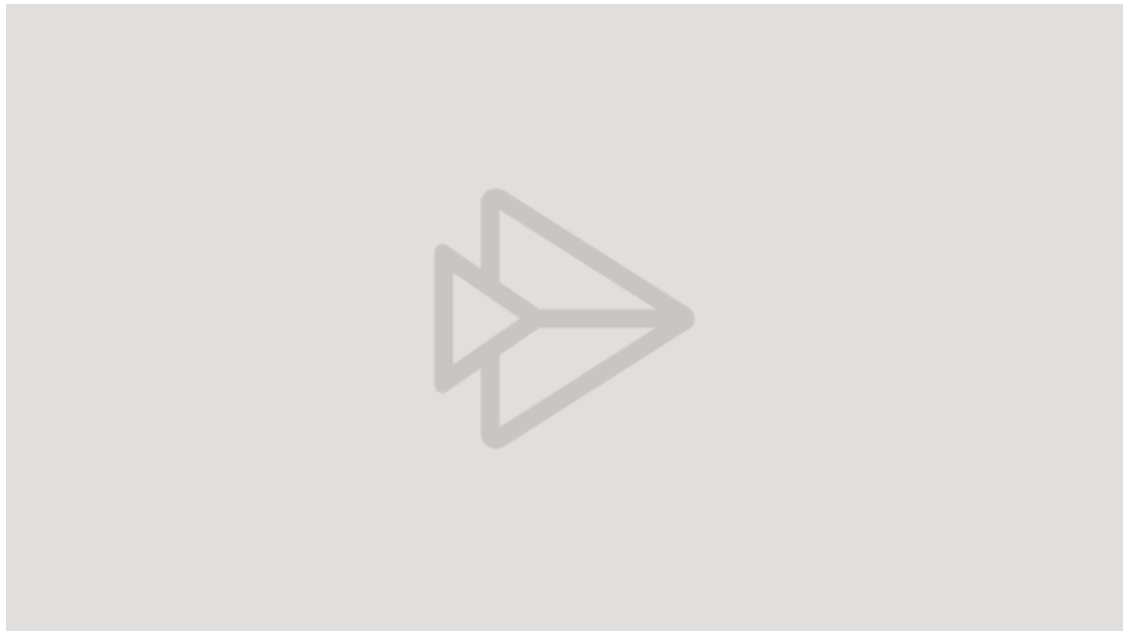
Date: [18-11-2020]

Time: [7pm AEDT]

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

Meeting Link:

<https://web.microsoftstream.com/video/3f73c8aa-2e9a-4b9d-94b6-6f95bf0164eb>



Agenda items

- [Re-allocation tasks for Motiana]
- [Creating a designated document manager and editor]
- [Review progress so far and determine if we are on track]
- [Review A5 Storyboard and script]
- [Breakdown of video presentation]
- Review of A3 and A5 progress

Action items	Owner(s)	Deadline	Status
[Final project report]	[Roshan]	[27-11-2020]	[In progress]
[Front end development]	[Roshan]	[27-11-2020]	[In progress]
[Back end testing development]	[Simon]	[27-11-2020]	[In progress]
[Software testing report]	[Joanna]	[27-11-2020]	[In progress]
[Skills and Jobs]	[Mason]	[N/A]	[Completed]
[Document/artifact review]	[Motiana]	[27-11-2020]	[In progress]
[Project report]	[Amer]	[27-11-2020]	[In progress]

[Team 24 A3] meeting minutes

Location: [MS Teams]

Date: [25-11-2020]

Time: [7pm AEDT]

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

Meeting Link:

<https://web.microsoftstream.com/video/3f73c8aa-2e9a-4b9d-94b6-6f95bf0164eb>



Agenda items

- [Completion check project report]
- [Completion check front end development]
- [Completion check back end development]

- [Completion check software testing report]
- [Completion check overall project report]
- [Completion check A5]

Action items	Owner(s)	Deadline	Status
[Assessment extension request]	[Amer]	[25-11-2020]	[In progress]
[Change from Netlify to Heroku]	[Simon/Roshan]	[27-11-2020]	[Completed]
[Software testing report]	[Joanna]	[27-11-2020]	[Completed]
[Project report]	[Roshan]	[27-11-2020]	[Completed]
[Complete A3 report]	[Amer]	[27-11-2020]	[In progress]
[A5 Presentation]	[Amer]	[27-11-2020]	[In progress]

Additional Notes: Assessment extension sought until the 2nd of December to cater for extenuating circumstances faced by the group.

Web Hosting changed from Netlify to Heroku to help host dynamic web content.