[#24 Meeting 1] meeting minutes

|  |  |
| --- | --- |
| Location: | [Microsoft Teams/Discord] |
| Date: | [04th 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] |
| [2nd meeting scheduled] | [Amer] | [07-10-2020] | [Complete] |
| [2nd 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

[#24 Meeting 2] meeting minutes

|  |  |
| --- | --- |
| Location: | [Microsoft Teams] |
| Date: | [07th 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>

[](https://web.microsoftstream.com/embed/video/544de940-3bbc-433c-a119-12be69cdb09f?autoplay=false&showinfo=true)

# 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 12th of October at 7pm Melbourne time.

[#24 Meeting 3] meeting minutes

|  |  |
| --- | --- |
| Location: | [Microsoft Teams] |
| Date: | [12th 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 15th] |

Additional notes:

* 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.

[#24 Meeting 4] meeting minutes (Planned event)

|  |  |
| --- | --- |
| Location: | [Microsoft Teams] |
| Date: | [15th of October 2020] |
| Time: | [7pm] |
| Attendees: | [Motiana, Joanne, Simon, Mason, Roshan, Amer] |

# 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 |
| --- | --- | --- | --- |
| [Action item 1] | [Name(s) 1] | [Date 1] | [Status 1, such as In Progress or Complete] |
| [Action item 2] | [Name(s) 2] | [Date 2] | [Status 2] |
| [Action item 3] | [Name(s) 3] | [Date 3] | [Status 3] |
| [Action item 4] | [Name(s) 4] | [Date 4] | [Status 4] |
| [Action item 5] | [Name(s) 5] | [Date 5] | [Status 5] |
| [Action item 6] | [Name(s) 6] | [Date 6] | [Status 6] |

[Meeting name] meeting minutes

|  |  |
| --- | --- |
| Location: | [Address or room number] |
| Date: | [Date] |
| Time: | [Time] |
| Attendees: | [List attendees] |

# Agenda items

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[Apply any text formatting you see in this template with just a click from the Home tab, in the Styles group. For example, this text uses the List Number style.]

[To add a new row at the end of the action items table, just click into the last cell in the last row and then press Tab.]

[To add a new row or column anywhere in a table, click in an adjacent row or column to the one you need and then, on the Table Tools Layout tab of the ribbon, click an Insert option.]

[Agenda item]

[Agenda item]

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| [Action item 1] | [Name(s) 1] | [Date 1] | [Status 1, such as In Progress or Complete] |
| [Action item 2] | [Name(s) 2] | [Date 2] | [Status 2] |
| [Action item 3] | [Name(s) 3] | [Date 3] | [Status 3] |
| [Action item 4] | [Name(s) 4] | [Date 4] | [Status 4] |
| [Action item 5] | [Name(s) 5] | [Date 5] | [Status 5] |
| [Action item 6] | [Name(s) 6] | [Date 6] | [Status 6] |