

# MICROSOFT TEAMS MEETING TECHNOLOGY ARTIFACTS

**MICROSOFT TEAMS LINK**

*RECORDING LINKS*

**MEETING ONE: 25/08/2020**

**MEETING TWO: 27/08/2020**

**MEETING THREE: 03/09/2020**

**MEETING FOUR: 08/09/2020**

**MEETING FIVE: 10/09/2020**

**MEETING SIX: 15/09/2020**

**MEETING SEVEN: 17/09/2020**

*Agenda and actions per meeting  
are included in this document*



# MEETING AGENDA

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Meeting #1

Prepared by: Ysabel Dungca  
25th of August 2020

## AGENDA

Given that this was the first meeting, there was no real agenda outside of doing cursory allocations of work, where Ysabel (Belle) was then allocated to do agendas.

## A CURSORY SELECTION OF THE GROUP PROJECT

- Prior to the meeting, a poll on our Microsoft Teams was hosted, which allowed us to vote on which project idea we were going to do after we all had a cursory look of everyone's projects. In the meeting, we settled on Tung's project. We all found Tung's project to be interesting and more achievable for a team of people somewhat new to IT.

## DIVISION OF RESPONSIBILITIES

- Prior to the meeting, Tom went through the assessment criteria and divided responsibilities for six people. Having concrete roles allowed us to work independently and share the workload evenly. Each role was allocated to a member, which will be expanded in the **Actions** document.

## AGREEING ON MEETING TIMES

- Prior to the meetings, we agreed as a group to meet up at 9:30 AM on Tuesdays and 11:30 AM on Thursdays. This was reinforced during the meeting.
- As the week following this meeting was a semester break, the group agreed to meet once just as a quick catch up on where everyone is in their section. We would meet on the Thursday, at the same time as we normally would.

# ACTIONS 25/08/2020

## ANDREW

Andrew was assigned to do the Team Profile and Industry Data sections, which will comprise of compiling everyone's information from Assignment 1.

## BELLE

Ysabel (Belle) was assigned to chair meetings and take notes, set up the Github repository and group website, collate the report, and in general is responsible for the Tools/Presentation section.

## BEN

Ben was assigned to do half of the IT Technologies section, where he will research two of the IT Technologies that the group decides to research.

## CAMPBELL

Campbell was assigned to do half of the IT Technologies section, where he will research two of the IT Technologies that the group decides to research.

## TUNG

Tung was assigned to do the Project Ideas section, where he will expand upon an existing project idea that the group decides to do. Since this meeting, his own idea of the virtual companion was chosen.

## TOM

Tom was assigned to conduct an interview with an IT professional, as he knew of somebody in the field, and report back on what occurred during the interview to the group.

# MEETING AGENDA

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Meeting #2

Prepared by: Ysabel Dungca  
27th of August 2020

## AGENDA

### GET A MORE IN-DEPTH LOOK INTO WHAT TUNG'S PROJECT IDEA IS

- This is to make sure we're all on the same page as to what the project for Assignment 3 will be (this may, of course, change with Assignment 1 results)
- The virtual companion that's similar in principle to Siri/Alexa
- Pre-set, pre-programmed responses that are customised enough to provide a sense of connection and validation that would normally come from a human companion, without being too specific
- A database of questions and queries related to a situation:
  - e.g. after a jog, the virtual companion could suggestion a warm-down routine or a smoothie recipe.
- The virtual companion could sync with other features of a system, such as the calendar app, and in general would integrate with the operating system, navigating itself through different systems through WiFi or Bluetooth
- As the technology exists (i.e. Siri/Alexa-esque), it would not be too implausible to do
- A consideration of data security and privacy. It's important to give users a reassurance that their personal information will be handled securely, particularly because there's a focus on helping with one's mental health and wellbeing
- The scope of the project should be limited rather than be broad, as it is easier to start small and expand from there. It may be better to start with a phone application on one platform (iOS or Android) rather than doing a companion that can go cross-platforms

## **GET EVERYONE'S INFORMATION FROM ASSIGNMENT 1 IN ONE CENTRAL PLACE FOR ASSIGNMENT 2**

- This is to help with the organisational side on Belle's end, as well as being convenient for the other sections of the website/report
- This were all placed on the Google Drive made prior to the meetings
- A Github Repository was created for the group
- Individual Github Pages and Repositories were compiled in one place

## **MAKE A START ON ASSIGNMENT 2**

- Which IT technologies to be researched by Ben and Campbell were ascertained by the group, and were consequently narrowed down to the following:
  - Clouds, Services, Servers
  - Cybersecurity
  - Machine Learning
  - Natural Language Processing and Chatter Bots

# ACTIONS 27/08/2020

## ANDREW

Andrew was assigned to make a start on his two sections, given that he now has the information he needs from each individual member's assignment 1 website, which were compiled during the meeting.

## BELLE

Ysabel (Belle) was assigned to start organising the project, properly setting up the group Github repository, making more changes to the Google Drive to facilitate a convenient experience, and make more in-depth notes for the meetings.

## BEN

Ben was assigned to make a start on researching the IT Technologies that were chosen by the group during the meeting, and making notes where he can.

## CAMPBELL

Campbell was assigned to make a start on researching the IT Technologies that were chosen by the group during the meeting, and making notes where he can.

## TUNG

Tung was assigned to expand and improve upon his project idea as best he can while he awaits for assignment 1 feedback.

## TOM

Tom was assigned to arrange and organise a time to meet and speak with his IT professional connection.

# MEETING AGENDA

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Meeting #3

Prepared by: Ysabel Dungca  
3rd of September 2020

## AGENDA

### DISCUSS ASSIGNMENT 1 RESULTS IF THEY ARE AVAILABLE

- Doing so would allow us to get an idea of what aspects of our project needs to be changed
- We were unable to discuss Assignment 1 results as they have not been released

### OVERVIEW OF THE WORK EVERYONE'S DONE SO FAR

- Though it was a semester break, the group agreed to meet up once to see where everyone was up to
- In general, many members treated the break as a break and were not able to do as much work on their sections
- Tung, who was assigned to the Project Ideas section, rightfully waited to get feedback on his Assignment 1 work - as we had chosen to do his project idea - as he thought it would best to wait for directions on where the project could go, its plausibility, and how to improve upon it before progressing
- Tom was able to conduct his interview with an IT professional, which went well. The interview lasted for 20 minutes, and he posted a transcript on the group's google drive. The IT professional he interviewed is the CEO and founder of a Perth-based social media advertising company, Yappy, who come up with social media advertising strategies for businesses.
- Belle reorganised the Google Drive. She re-read the assessment criteria and created separate documents per section, which could act as a place where content about that section could be placed and be easily located, as well as working on her Tools Section to make it organised and keep it up to date with links and meeting notes.

- Ben did some general researching of the topics assigned, but has taken a bit of a break during the week off.
- Andrew was the same, but did make a start on the Team Profile section.
- Campbell was also the same.

## **ASPECTS OF THE ASSIGNMENT CLARIFIED AND RE-DELEGATION OF WORK IF NEEDED**

- The IT Technologies the group decided to research were formally assignment between Ben and Campbell as follows:
  - Clouds, Services, Servers - Campbell
  - Cybersecurity - Ben
  - Machine Learning - Ben
  - Natural Language Processing and Chatter Bots - Campbell

## **ORGANISATIONAL STEPS TAKEN TO ENSURE ALL MEMBERS ARE ABLE TO ACCESS AND EDIT THE GROUP REPOSITORY**

- Belle double checked if the links on her Tools document were working.
- Belle made sure to add everyone into the group repository as collaborators so they could add their content on the future website.
- Belle asked if it would be helpful to add new channels to Microsoft Teams per section, but everyone agreed that setting up the Google Drive in the way it has been was cleaner. No new channels were made.

# ACTIONS 03/09/2020

**ANDREW**

Andrew was assigned to make a start on his Team Profile section.

**BELLE**

Ysabel (Belle) was assigned to set up a template website for the group, as well as schedule upcoming meeting times via the schedule feature on Microsoft Teams.

**BEN**

Ben was assigned to make more progress on his IT Technologies section.

**CAMPBELL**

Campbell was assigned to make more progress on his IT Technologies section.

**TUNG**

Tung was assigned to adjust and expand upon the project idea come the release of Assignment 1 feedback.

**TOM**

Tom was assigned to start refining his interview content so it would be fit for the website.

# MEETING AGENDA

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Meeting #4

Prepared by: Ysabel Dungca  
8th of September 2020

## AGENDA

### DISCUSSION OF ASSIGNMENT 1 RESULTS AND A CONSIDERATION OF CHANGES TO ASSIGNMENT 2

- Belle received an 87.5/100. As it was coded by herself and knew of the templates too late, it wasn't the best looking website. Github was also not used too effectively. On the flip side, her project idea was very plausible to make a prototype for.
- Tom received an 88/100. The main place of criticism was for his project idea, which was deemed to be too complicated to make a prototype for the introductory nature of this subject.
- Tung received a 93/100. His feedback focused on his project idea, which was similar in principle to Alexa/Siri. He was recommended to look into Alexa ABI if we were to make a prototype for Assignment 3, but it would be very ambitious.
- Ben received a 90/100. Like Belle he coded his own website. His project idea was plausible and a working prototype could be made, however it was quite niche and it may be too difficult to explain the intricacies of his application.
- Andrew received a 78/100. He stated that his project idea was solid and was definitely something that a prototype could be made for, though there was some space to expand upon his project idea with more details.
- Campbell received a 6?/100. His website lacked a design, but his project idea was solid, and was definitely something that could be made into a working prototype.
- In light of this feedback, the group decided to look into whether a change in project idea would be good.

## **CATCHING UP ON EVERYONE'S STATUS WITH REGARDS TO THEIR SECTIONS**

- Belle has completed the template for the website, which is ready to be inputted with information.
- Ben made a start on his report for the IT Technologies, and is working on getting more of his section done.
- Tom was refining his interview content.
- Andrew was busy with other commitments and was not able to make too much of a start.
- Campbell has started to look into his assigned IT Technologies.
- Now that Assignment 1 feedback has been given, Tung now has more of a basis to determine whether to proceed with his project idea or move to a different one.

# ACTIONS 08/09/2020

## ANDREW

Andrew was assigned to continue with the Team Profile/Industry Data sections, now that there wouldn't need to be changes made to Assignment 1 content.

## BELLE

Ysabel (Belle) was assigned to continue working on and refining the presentation of the group website and catching up with meeting notes.

## BEN

Ben was assigned to make more progress on his IT Technologies section.

## CAMPBELL

Campbell was assigned to make more progress on his IT Technologies section.

## TUNG

Tung was assigned to catch up with Anthony to see if his project idea would be plausible to do, as well as look more into the Alexa ABI recommended so he could report back and inform the group on his project idea's feasibility.

## TOM

Tom was assigned to start refining his interview content so it would be fit for the website.

# MEETING AGENDA

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Meeting #5

Prepared by: Ysabel Dungca  
10th of September 2020

## AGENDA

### DETERMINING WHICH PROJECT IDEA TO GO WITH FOR ASSIGNMENT 3

- Tung did some research on the Alexa ABI, which was essentially a library of code that we could use for the virtual companion
- It would take some time to understand the library of code, and it would be plausible to do, but would be very ambitious
- Going with a simpler project idea may be easier to do for a team that is relatively inexperienced with IT, so Tung advocated to switch the project idea
- The group switched project ideas to Belle's, which was the legal services application.

### MAKING SURE EVERYONE IS ABLE TO MAKE CHANGES TO THE WEBSITE

- Belle made sure that people were able to stage changes, make commits, push into/pull from the repository so that the audit log would better reflect changes made to the website.

### AN UPDATE OF WHERE EVERYONE IS AT WITH THEIR SECTIONS

- Belle was making small changes to the website and catching up with meeting notes.
- Tom updated his interview and figured out how best to present his content.
- Ben has formally started writing his IT Technologies section.
- There was discussion of changing the IT Technologies if Campbell hasn't made a start, but if it's already started, there would be no need to.

## **CONSULTATION TIMES FOR ASSIGNMENT 3**

- Tom raised the issue that we would need to determine a consultation time with Anthony that wasn't during a lecture, as both Belle and Tom worked on the Monday. Other members of the group were fine with it being on a Tuesday or Thursday.

# ACTIONS 10/09/2020

**ANDREW**

Andrew was assigned to continue with the Team Profile/Industry Data sections.

**BELLE**

Ysabel (Belle) was assigned to continue working on making the template for the PDF report, as well as assisting with the Project Idea section.

**BEN**

Ben was assigned to make more progress on his IT Technologies section.

**CAMPBELL**

Campbell was assigned to make more progress on his IT Technologies section.

**TUNG**

Tung was assigned to work with Belle on expanding and refining her Project Idea from Assignment 1.

**TOM**

Tom was assigned to finish refining his interview content so it can be placed on the website.

# MEETING AGENDA

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Meeting #6

Prepared by: Ysabel Dungca  
15th of September 2020

## AGENDA

### A STATUS UPDATE ON EVERYONE'S PROGRESS

- Belle's has finished creating a template for the report, which is ready for everyone's addition of their content. Templates were also made for the other sections of the report (i.e. the Agenda and the Actions documents) as specified in the requirements
- Tom refined and put the interview he did with the IT professional onto the website
- Ben did more work on his IT Technologies section and his part is mostly finished, and just needs to be refined a bit more.
- Andrew was a bit busy with other assessments, but can now get started and properly expand on what he's originally written. Belle also helped out with his section by looking into the Industry Data section for him.
- Tung added onto Belle's Motivation section, as well as a more comprehensive summary of the project, reading more into the riots in America and the over-representation of Indigenous communities in Australia as inspiration.
- Campbell has mostly done his IT Technologies section as well.

### A REMINDER OF THE GROUP REFLECTION AND INDIVIDUAL REFLECTION REQUIREMENT

- Belle reminded the group that there was a component of the assessment that required a 200~ word reflection on the group's performance from each person, as well as 400~ words from the group as a whole.

# ACTIONS 15/09/2020

## ANDREW

Andrew was assigned to make large progress on his Team Profile/Industry Data section, as well as doing his individual reflection.

## BELLE

Ysabel (Belle) was assigned to complete the Agenda and Actions documents, assist Tung with the Project Idea section by giving more ideas, as well as doing her individual reflection.

## BEN

Ben was assigned to refine his IT Technologies section further so that it would be fit for the website, as well as doing his individual reflection.

## CAMPBELL

Campbell was assigned to refine his IT Technologies section further so that it would be fit for the website, as well as doing his individual reflection.

## TUNG

Tung was assigned to work with Belle on furthering her project Idea, as well as doing his individual reflection.

## TOM

Tom was assigned to finish refining his interview content on the website, as well as doing his individual reflection.

# MEETING AGENDA

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Meeting #7

Prepared by: Ysabel Dungca  
17th of September 2020

## AGENDA

### A STATUS UPDATE ON EVERYONE'S PROGRESS PRIOR TO DUE DATE

- Belle has finished writing up agendas and action documents for the website, as well as assisting with the write-up of the project ideas section, which is ready to go, and has also written an individual reflection.
- Tom has finished putting his content on the website and has also finished writing up his individual reflection.
- Ben has finished researching both of the IT Technologies assigned to him.
- Andrew has finished his Team Profile section and is making steady progress on the Industry Data section.
- Campbell is mostly finished researching the IT Technologies assigned to him.
- Tung, with Belle's help, has refined the project ideas section.

### GROUP REFLECTIONS & INDIVIDUAL REFLECTIONS

- The group decided to compile everyone's individual reflections (written and to be written) in a Google document for easy referencing, which will inform the group reflection to be written.
- The group also discussed the group's performance during the meeting, with everyone believing this assignment went well.

### THE CONTRIBUTION FORM

- Tom reminded the group of the contribution form, which was mostly filled out during the meeting to be refined by Belle.

# ACTIONS 17/09/2020

## ANDREW

Andrew was assigned to fully complete all of his allocated sections and to add all of his content both onto the report and onto the website, and do reflection work.

## BELLE

Ysabel (Belle) was assigned to add all of her Tools content onto the website and report, as well as submit the contribution form and the final project as a whole.

## BEN

Ben was assigned to add all of his IT Technologies content onto the website and report, and write a reflection.

## CAMPBELL

Campbell was assigned to complete and add all of his IT Technologies content onto the website and report, and write a reflection.

## TUNG

Tung was assigned to add of the Project Ideas content onto the website and report, and write a reflection.

## TOM

Tom was assigned to fully finish his Interview content and assist with other last minute things to be completed.