

MS TEAMS INFO

PERMANENT LINK:

https://teams.microsoft.com/l/team/19%3aFJLr3C9JE_KPe9qe1m5PgeuOjEmNyskiAMcZtRlpn7s1%40thread.tacv2/conversations?groupId=e3cb421e-6068-49b3-add5-eea06735a1da&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b

Meeting 1. 19/8/2021 :

Introductions

Github link was shared with the group

Discussed that meetings need to be recorded

Weekly meetings were discussed (Wednesday 1PM)

Here is the link of us discovering how to record meetings:

<https://web.microsoftstream.com/video/609b3b32-d687-438e-9be9-fafd3a86babd>

Meeting 2. 25/8/2021:

For next week:

- Decide on overall HTML set up (template or drawn up)
- Allocate IT technology research
- bring together ideal jobs
- Intros done

Discussed interviewing a professional

Found out how to schedule meetings and scheduled one for wednesdays at 1PM

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/Meeting_20210825_031643.mp4?web=1

Meeting 3 26/9/2021:

Broke down assignment and discussing

Started delegating jobs to people

Created the A2 tab to remind people what tasks they are assigned to

Discussed interviewing more deeply. Shaun had a few people in mind

Discussed project idea

<https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/Meeting%20in%20 General -20210826 1340 10-Meeting%20Recording.mp4?web=1>

Meeting 4. 1/9/2021

Shaun informed the group of the two professionals he got into contact with

Discussed the HTML templates and home page

Discussed layout of entire website

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/New%20meeting_20210901_030743.mp4?web=1

Meeting 5. 8/9/2021

Locked in what parts of the assignment we are all doing

Shaun and Rhys discussed the best way to set out their collaborative working (Google docs)

Discussed how to compile work (google docs)

Team members put their ideal jobs in chat

Started more email correspondence with the IT professionals we were interviewing

Discussed the questions we would be asking

Discussed how to transcript the interview

Discussed project idea - everyone listed their own

Shaun pushed template to github

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/New%20meeting_20210908_030551.mp4?web=1

Meeting 6. 9/9/2021

Planned more questions for interviews

Finalised Questions

Delegated jobs for interviews
Chose project idea (Shauns idea)
Set soft deadlines for content (Personal profiles)

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/Meeting%20in%20_General_-20210909_132405-Meeting%20Recording.mp4?web=1

Meeting 7. 15/9.2021:

Discussed how interviews fell through
Discussed other people to interview
Set up another meeting for Friday
Touched base with how far through content we are
Discussed problems with contacting some members of the team
Began compiling content

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/New%20meeting_20210915_030600.mp4?web=1

Meeting 8. 16/9/2021

Discussed the interviews two interviews coming up
Made sure everyone was contributing to the docs
Discussed missing information from members
Discussed how to set out the burning glass data
Discussed how to set out ideal jobs
Finalised website layout

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/New%20meeting_20210916_032931.mp4?web=1

Interview 1. 17/9/2021:

Conducted interview with Shane Kennedy

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/New%20meeting_20210917_023346.mp4?web=1

Interview 2. 19/9/2021:

Conducted interview with Boris Buick

https://rmitteduau.sharepoint.com/sites/Thursday1230/Shared%20Documents/General/Recordings/New%20meeting_20210918_001527.mp4?web=1