

## **MINUTES FOR CONQUERORS' TEAM MEETING #4**

**Date:** Monday 01 November 2021

**Time Started:** 7.07pm

**Time Ended:** 7.45pm

Note: Steven unable to attend meeting due to previous commitments

### **Meeting Link:**

[https://rmit.edu.au-my.sharepoint.com/:v/g/personal/s3924819\\_student\\_rmit\\_edu\\_au/Ec4ap3bGhGJMmlMjPguyLQYBD8GjcfxxBvchrca5CQmCQQ](https://rmit.edu.au-my.sharepoint.com/:v/g/personal/s3924819_student_rmit_edu_au/Ec4ap3bGhGJMmlMjPguyLQYBD8GjcfxxBvchrca5CQmCQQ)

### **Members:**

- Cristopher Inostroza
- Michael Sy
- Nicole Attard
- Sharif Ayazi
- Steven Pigatto
- Theodore Haluska lii

### **Action Items:**

#### 1. Draft storyboard

- **Work on script - DUE SUN 7/11**
- Michael has uploaded draft script
  - Use as a template - advertisement? Pitch
    - Introduction of chatbot
    - Profile of team members
      - Assign roles and each member can talk about their role in the project?
      - Or one person can speak narrator or give an intro/outro + five can speak about the roles
  - Explanation of chatbot
  - Submit Sunday morning/afternoon
- **Presentation - DUE SUN 21/11**
  - Powerpoint
  - Sharif will try to make a short video

#### 2. Assessment 3 report sections

- Nicole writing rough draft of introduction section - overview + motivation
- Cris will need to complete aims + plans + progress

- How he created the chatbot
  - Dot point form
- Cris has nearly completed the chatbot - needs intents though to program responses
- Roles
  - Everyone to add to list and choose 4 for skills + jobs section
    - Front end/back end/programmers/designer
    - Project manager
    - Programmers - front + back end
    - developer
    - Designer
    - sales/marketing/support - end of project
- References section
  - Everyone to add all their references at the end in alphabetical order
- Timeline section
  - What each person is doing for each week
    - Working as a team rather than individually per week
  - For now, use as a guideline for what each person is doing in regards to the report

### 3. Project artifact

- Cris has created a Word doc with information about the chatbot
  - Add this to the main assessment 3 docs