AGENDA FOR CONQUERORS' TEAM MEETING #7

Date: Saturday 13 November 2021
Time: 6.30pm

Members:

- Cristopher Inostroza
- Michael Sy
- Nicole Attard

- Sharif Ayazi
- Steven Pigatto
- Theodore Haluska Iii

Agenda Details:

1. Run through minutes from previous meeting
   Time: Approximately 2 minutes

2. Issues/Questions
   Time: Approximately 3 minutes

3. Presentation
   Time: Approximately 10 minutes

   - Increased time limit to 10 minutes
   - Continue with script/add more?

4. Report
   Time: Approximately 15 minutes

   - Information to start adding to website?
   - Team profile completed?
   - Roles chosen:
     - Sales/marketing/support - Michael
     - Data analyst - Ted
     - Developer - Steven
     - Programmer - Nicole
   - To complete: PROJECT PLAN = 50 marks
     - Topic
     - Aims
     - Plans + Progress
     - Roles
     - Scope + Limits (half completed)
     - Tools + technology
     - Testing

- Timeframe
- Risks
- Group Processes + communications
- Skills + jobs
- Group reflection