

MINUTES FOR CONQUERORS' TEAM MEETING #7

Date: Saturday 13 November 2021

Time Started: 6.53pm

Time Ended: 7.20pm

Note: Meeting rescheduled due to prior commitments. Cris unable to attend due to illness

Meeting Link:

https://rmitteduau-my.sharepoint.com/:v/g/personal/s3924819_student_rmit_edu_au/EcsFlfROaMdEjttWy3SSZvcBH0bm8Pm8Yeh-j1OH7adHYw

Members:

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

Action Items:

1. Report writing

- When working on different sections - either leave comment on Teams or document, or work in Teams so there's no overlap
- Plans + Progress section needs work
 - 2 pages minimum - bullet points to start with to fill the process out without overlapping
- Tools section = Agenda, recording, minutes links
- Group reflections for each person (200 words) + one group one (400 words) - weekend of 20/11 - 21/11
- **By Monday 15/11:**
 - Update and finalise what's currently in report
 - Complete Roles and Skills + Jobs sections

2. Presentation

- Up to 10 minutes presentation + upload to YouTube (unlisted)
- Decided on Powerpoint presentation + voice overs
 - **By Wednesday 17/11:**

- Each person to record their section that they wrote for the script, and one person to present the intro and outro for the presentation