

# AGENDA FOR CONQUERORS' TEAM MEETING #1

**Date:** Friday 22 October 2021

**Time:** 7.00pm

## **Members:**

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

## **Agenda Details:**

### 1. Assessments 3 + 5 Run Through

Time: Approximately 15 minutes

#### - **Assessment 3 = OUR IT PROJECT**

- Weight = 40%
- DUE SUN 21 NOVEMBER
  - Report on IT industry + plan for IT project
  - **Team Profile**
    - Team Name
    - Personal Information (Same as assessment 2)
    - Group process (New)
    - Career plans (New)
  - **Tools**
    - Teams + GitHub
    - Other tools
  - **Project Plan**
    - Overview
      - Topic (What is it? - 2 paragraphs)
      - Motivation (Why?)
      - Landscape (what else is out there?)
    - Detailed description
      - Aims
      - Plans + Progress (2-3 pages)
        - How did we get here?
      - Roles
        - Specific roles? And why?
      - Scope + Limits
      - Tools + technologies
      - Testing
      - Timeframe

- Risks
    - Group processes + communications
  - Skills + Jobs
    - 4 Position descriptions for team member to work on project
      - Skills, technical expertise, teamwork experience, leadership and management techniques, innovative thinking
  - Group Reflection
    - Same as assessment 2
- **Assessment 5 = PRESENTATION**
- **Weight = 20%**
  - **DRAFT DUE SUN 7 NOVEMBER**
  - **FINAL PRESENTATION DUE SUN 21 NOVEMBER**
  - Two parts: Draft script + storyboard
    - 5 minute unlisted YouTube video + share link
      - Video content
      - Video length
      - Video presentation quality
    - Identification / Description - Need / Want / Users/Market - Innovation - Mechanics/Design

2. Allocate tasks

Time: Approximately 15 minutes