MINUTES FOR CONQUERORS' TEAM MEETING #1

Date: Friday 22 October 2021
Time Started: 7.00pm
Time Ended:

Note: Sharif unable to attend meeting due to previous commitments

Meeting Link:

https://rmiteduau-
my.sharepoint.com/:v:/g/personal/s3924819_student_rmit_edu_au/EbRketshbhRJrIP
vobRTQwYBut6NxVOKY7onnHJd5XB6-A

Members:

- Cristopher Inostroza
- Michael Sy
- Nicole Attard

- Sharif Ayazi
- Steven Pigatto
- Theodore Haluska Iii

Action Items:

1. General comments
   - Stricter time constraints for this assignment due to amount of work needed
   - Better use of Teams - use Teams channel for sharing files + creating tasks rather than group chat
   - GitHub - better organisation of who inputs content when so we don't continually override each other's work

2. Assessment 3

   - Run through of assessment 3 and what is needed to do
     - Weight = 40%
     - DUE SUN 21 NOVEMBER
       - **Team Profile**
         - Personal Information (Same as assessment 2)
           - **Everyone to complete by Monday 25/10**
         - Group process (New)
         - Career plans (New)
       - **Tools**
         - Teams + GitHub
       - **Project Plan**

- **Cris has started developing the chatbot, so will need to add a few comments to certain sections so everyone can help write up the report**
- Overview
  - Topic (What is it? - 2 paragraphs)
  - Motivation (Why?)
  - Landscape (what else is out there?)
- Detailed description
  - Aims
  - Plans + Progress (2-3 pages)
    - **2 people to start on this section + others to help out where they can**
    - How did we get here?
  - Roles
    - Specific roles? And why?
  - Scope + Limits
  - Tools + technologies
    - **Cris will need to list tools + tech he has been using for the chatbot**
  - Testing
  - Timeframe
  - Risks
  - Group processes + communications
    - **Skills + Jobs**
      - 4 Position descriptions for team member to work on project
    - **Group Reflection** - Everyone
      - Same as assessment 2

- **Assessment 5 = PRESENTATION**
  - Weight = 20%
  - FINAL PRESENTATION DUE SUN 21 NOVEMBER
  - Theodore to start on draft storyboard + Nicole to help