

MINUTES FOR CONQUERORS' TEAM MEETING #2

Date: Monday 25 October 2021

Time Started: 7.19pm

Time Ended: 7.49pm

Note: Cris 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/EbLQLzWfAkZKsx0p_EA2_p4B8xxJqiV-lh-AKjSYCjaZjg

Members:

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

Action Items:

1. Setting deadlines for tasks - setting tighter timeframes
 - **Draft storyboard - aim to have done by Monday 1/11/21**
 - Contributions needed for everyone
 - Powerpoint presentation - not too detailed; possibly just overview
 - **Team profile - aim to have done by Monday 8/11/21**
 - Individual profiles + career plans
 - Steven writing up group processes based on assessment 1
 - **Timeframe - Thursday night/Friday morning (28/11 - 29/11)**
 - Rough table for up to week for each person - what tasks/sections to work on
 - Discuss on Friday in case anyone wants to team up
 - Roles / skills + position descriptions
 - Related
 - Front end / backend / developer / designer?
2. Website formatting
 - Ted + Sharif to work on formatting of website without content - sections + divisions, images, etc.

- Communication needed when working on website so others know when changes are made to pull new changes before submitting

3. Microsoft Teams use

- Microsoft Teams use channel rather than chat conversation
- Use Tasks + Files tabs in channel to assign tasks and work on files