# Insignia Team Meeting

Date | time 11/8/2022 12:00 AM| Location | Teams Meeting

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Team | | Type of meeting | Weekly Meeting | | Facilitator | Hermanto Surjani | | Note taker | Hermanto Surjani | | Timekeeper | Team | | Attendees : Adam Greenwood, David Lanier, Hermanto Surjani.  Please read the Assignment 3 rubric.  Please bring your project artifacts. |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Owner | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Open question time | Hermanto | 5m |
|  | Weekly syllabus | Hermanto | 5m |
|  | Project Status Update – **Due 25th November.** |  | 40m |
|  | Team Profile |  |  |
|  | ~~Team Name – Logo~~ |  |  |
|  | Profiles – Any changes required?  Optional. |  |  |
|  | ~~Group Processes – Any changes in group management?~~ |  |  |
|  | Career Plans – Role differentiation, map path for career goal. | Team |  |
|  | Tools |  |  |
|  | Link to website | Leigh |  |
|  | Link to Github | Leigh |  |
|  | ~~Evaluation on the competency of the audit trail in Github to encompass the group’s work.~~ |  |  |
|  | Project Plan/Description |  |  |
|  | **Overview** |  |  |
|  | Topic – Proposition of work | Craig |  |
|  | Motivation – Alignment with IT future. | Craig |  |
|  | Landscape – Competitors? Point of difference. | Craig |  |
|  | **Detailed Description** |  |  |
|  | Aims – General goal and smaller goals. | Adam |  |
|  | Plans and Progress |  |  |
|  | Summary report – Rubric ie. Decision points, problems, changes, progress report, priorities. |  |  |
|  | **Applications**: |  |  |
|  | *HR* | Hermanto |  |
|  | *Inventory/Logistics* | Craig |  |
|  | *Point of Sale* | David |  |
|  | *Customer Relations Management* | Jordan |  |
|  | *Payroll* | Adam |  |
|  | *Accounting* | Leigh |  |
|  | **Website**  **Azure Infrastructure** | Leigh |  |
|  | *IAAS/PAAS? Architecture* | Hermanto |  |
|  | *SQL Backend* | Hermanto/Jordan |  |
|  | **Financial reports** | Hermanto |  |
|  | Roles |  |  |
|  | Define roles for each member | Team |  |
|  | Scopes and Limits | Hermanto |  |
|  | Products/Deliverables |  |  |
|  | Scope creep – out of scope report. |  |  |
|  | Tools and Technologies |  |  |
|  | Keep updating the tools document. | Team |  |
|  | Testing | Leigh/Hermanto |  |
|  | Timeframe |  |  |
|  | Complete a project plan for 6 weeks real time, and 10 weeks projected. | Team |  |
|  | Risks |  |  |
|  | Table of risks and descriptions. | Jordan/David |  |
|  | Group processes and communications |  |  |
|  | 1 paragraph minimum detailing meeting schedules, methods and behaviours. | Adam |  |
|  | Skills and jobs |  |  |
|  | Hire 4 people to work on the project. 4 position descriptions. Skill sets, qualifications, etc | David/Leigh/Adam  Hermanto |  |
|  | Feedback |  |  |
|  | Sparkplus | Team |  |
|  |  |  |  |
|  | Group Reflection |  |  |
|  | Each member to contribute 200 words about the group. | Team |  |
|  | Group to contribute 400 words. |  |  |
|  | Presentation |  |  |
|  | Due this week? Sunday 13th November.  David has prepared a draft document – each member to contribute re roles. Preferable by Leigh/otherwise any other team member. | Team |  |
|  | Each member to contribute to presentation | Team |  |
|  | Questions | Hermanto | 5m |
|  |  |  |  |

## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]