# Insignia Team Meeting

Date | time 21/11/2022 9:30 PM | Location | Teams Meeting

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Team | | Type of meeting | Weekly Meeting | | Facilitator | Leigh White | | Note taker | Leigh White | | Timekeeper | Team | | Attendees :  Please read the Assignment 3 rubric.  Please bring your project artifacts. |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Owner | Status |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Project Status Update – **Due 25th November.** |  |  |
|  | Team Profile |  |  |
|  | Profiles |  |  |
|  | Career Plans – Role differentiation, map path for career goal. Dave R says this only needs to be ~150 words | Team | Done:  David, Hermanto, Leigh, Adam  To do:  Craig, Jordan |
|  | Tools |  |  |
|  | Link to website | Leigh |  |
|  | Link to Github | Leigh |  |
|  |  |  |  |
|  | 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 | 75% Done |
|  | *Inventory/Logistics* | Craig |  |
|  | *Point of Sale* | David |  |
|  | *Customer Relations Management* | Jordan |  |
|  | *Payroll* | Adam |  |
|  | *Accounting* | Leigh |  |
|  | **Website**  **Azure Infrastructure** | Leigh |  |
|  | *IAAS/PAAS? Architecture* | Hermanto | 75% Done. Need to document. |
|  | *SQL Backend* | Hermanto/Jordan | 75% Done.  HR DB created in VSP. Need to document. |
|  | **Financial reports** | Hermanto | 50% Done. Will create 1 budget spreadsheet. |
|  | Roles |  |  |
|  | Define roles for each member | Team |  |
|  | Scopes and Limits | Hermanto | 75% Done. |
|  | Products/Deliverables |  |  |
|  | Scope creep – out of scope report. |  |  |
|  | Tools and Technologies |  |  |
|  | Keep updating the tools document. | Team |  |
|  | Testing | Leigh/Hermanto | Status? |
|  | 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  Anthony said this opens next week | Team |  |
|  |  |  |  |
|  | * + Group Reflection |  |  |
|  | Each member to contribute 200 words about the group. | Team |  |
|  | Group to contribute 400 words. |  |  |
|  | Draft Presentation | David |  |
|  | Final Presentation | Team |  |
|  | Each member to contribute to presentation | Team |  |
|  | Questions |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]