**Insignia**

# Insignia Weekly Meeting

# Meeting minutes

**Location**: Teams  
**Date**: 25/10/22  
**Attendees**: Name(s)  
**Time**: **9PM AEDT**

# Agenda items

1. Touch on SparkPlus
2. Run over group contribution
3. Read through next assessment tasks
4. Discuss any new processes we should implement

|  |  |  |  |
| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Comments/Status |
| SparkPlus Feedback | All | 27/10 | - |
| Group Contribution | All | 27/10 | Everyone happy with contribution calculations.  On track to be submitted on time. |
| Assign Tasks | All | 30/10 | Some sections assigned |
| Group processes | All | - | Masterfile for referencing.  Agendas to be published Monday before meetings on Tuesdays.  Each section to be uploaded as individual files. |

General notes:

Craig has volunteered to do the overview

Aim/goals: To offer a collection of business applications with seamless integration with each other.

Goal: 1. Two applications working in harmony as MVP

2. The first customer

3. Increase product range

4. Increase customer base

5. Profitability

Tools and technologies

- As we research/mention tools and technologies we will keep track of these in another file. Each member will be responsible for reading the file and adding any relevant experience they may have.

Testing

- Paragraph about software/hardware unit testing - Leigh

- Paragraph about ua/qa testing - Hermanto

Timeframe

Clarification on what this section is actually asking. Is this a fictional timeline or are we including how we’ve spent our time on this report.

Risks

- Service reliability

- Data rentention policies/laws

- NDAs

- Competitors reacting or arising

Group processes and Communication

Again is this fictional or how we’ve actually worked in a group?

Skills and jobs

- Described as 4 x seek ads by teacher

- Burning Glass/NSC data would be useful to determine required skills