**Agenda – 9th October 2021**

Chairperson: Madiha Sabahat

Minute taker: Samantha Kurilic

**Attendance: Alexander Ball, Madiha Sabahat, Samantha Kurilic and William Hansen (Troy)**

1. **Group discussion on how we have progressed on action points from last meeting.**

Industry Data

Sam completed and uploaded to Google Docs “ Team completed project” Doc

**Action Item:**

Madiha, Alex and Troy to upload and paste into the “ Team completed project” Doc

IT Professional Interview

**Action Item:** Alex is interviewing next week

Troy will not longer have a participant for this item

IT Technologies

Sam and Alex is working on this

Madiha has uploaded onto Google Docs

Troy has uploaded into Google Docs

1. **Go through all the Assignment points to ensure we are on track** (located in the “ Team completed project” Doc (Google Drive)

Team Profile

**Action item: All team** must update their team profile as a paragraph, this is located in the “ Team completed project” Doc (Google Drive)

**Action item:** **Alex** - The test outcomes for each person in the team (all 3 tests), and your understanding of how this information may be helpful to the group. You should do this as soon as your group is formed.

**Action item:** **Sam** – Uploads the video meeting hyperlink

**Action item:** **Madiha** – Ideal Jobs

**Action item:** **Troy** – Tools - • The link to your group’s website

• The link to your group’s Git repository (GitHub)  • Your comments on how well the audit trail on the Git repository reflects your group’s work. You will presumably only be able to do this close to the time of submission.

**Action item:** **Alex** – Work on website

**Action item continues next page**

**Action item:** **All Team** – IT Technologies - Copy and paste your work in this section. Make sure you use the Rubics table and Harvard referencing , refer to below: **Plagiarism covers a variety of inappropriate behaviours, including: 1. Failure to properly document a source 2. Copyright material from the internet or databases**

1. **Project Ideas**

**Action item:** **All Team –** share your Idea on the “Project Ideas” list that Alex has created in google docs. We need to decide and choose no later than 10th October at 7pm, via TEAMS

Next meeting: Wednesday, 13th October 8pm

Chairperson: Troy Minute taker: Madiha