

Meeting Minutes

Present: Zali, Logan

Meeting Date: 5/5/2023

Meeting Start Time: 12:12pm

We started with the team contract.

Assigned roles.

Overview of the whole project and how it will possibly look

Scheduled a Team's Meeting for Monday 8th at 4pm to discuss finishing off Team Project Proposal before lab on Tuesday Morning.

Meeting End time: 1:22pm

Present: Zali, Logan

Meeting Date: 8/5/2023

Meeting Start Time: 4.03 pm

Teams meeting

Zali defined what the choices were.

Finalised the presentation for Tuesday morning on a new document.

Shortened the document to make it more concise for the presentation.

Went through who was doing what during the presentation:

Zali is going through Country, province and city.

Logan is defining the topic.

Zali going through Opportunities and Risks

Logan is going through Choices

Zali going through Ethical issues

Logan is going through roles

Meeting ended: 5.29pm

Present: Zali, Logan

Meeting Date: 15/06/2023

Meeting Start Time: 1:03pm

Discussed expanding choices with examples.

Removing bullet points from the topic to increase word count.

Zali to work on the website.

Meeting End Time: 1:40pm

Present: Zali, Logan

Meeting Date: 22/5/2023

Meeting Start Time: 5:37 pm

Zali and I discussed the website design and the PowerPoint presentation ready for the project presentation review due in the Lab tomorrow (Tuesday, 23/5/23).

We discussed the content of the website, our references, and what our Multi-Media references would be and refined our team duties.

We are going to continue refining the slides together in the Lab tomorrow.

Kun will review the progress on the website and our slides in the Lab and give us feedback for the final presentation on the 2nd of June.

Meeting End Time: 5:55pm

Present: Zali, Logan

Meeting Date: 16/6/2023

Meeting Start Time: 1:23pm

What needs to be finished on the website eg Project Portfolio, Home page, References, Meeting Minutes, Guideline conformance

Proofreading of the website

What to work on to finish the project

Meeting End time: 2:17pm