

MS Teams Meeting Technology Artifacts

Agenda Notes

28th June:

- Welcome/introduction: **5 min**
 - Individual introductions: **10 min**
 - Brief discussion of our understanding of Assignment 2: **5 min**
 - Share our personality types and learning types from assignment 1: **10 min**
 - Set next meeting date and sign out: **3 min**
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29th June:

- Welcome/introduction: **5 min**
 - Spitball team names. Discuss and decide: **5 min**
 - ~~Share Assignment 1 feedback: **10 min**~~
 - Discuss understanding of Assignment 2, detailing the key elements: **10 min**
 - Discuss how the key elements of Assignment 2 will be delegated: **5 min**
 - Share our 'Ideal jobs' from Assignment 1: **5 min**
 - Set actions, set next meeting date, and sign out: **5 min**
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5th July:

- Welcome/introduction: **5 min**
 - Share Assignment 1 feedback: **15 min**
 - Share progress with IT technologies research: **5 min**
 - Discuss project ideas: **10 min**
 - Add our information/sections to assignment 2 – compiling document: **5 min**
 - Set actions, set next meeting date, and sign out: **5 min**
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6th July:

- Picking a project idea
 - Ideas for the website layout
 - Go through the interview questions to see what we would like to add?
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9th July:

- Introductions: **5 min**
 - Select a Project Idea: **10 min**
 - Delegate unclaimed jobs: **10 min**
 - Review Progress for the current sections we are working on: **15 min**
 - Set next meeting date and sign out: **5 min**
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12th July:

- Progress check in.
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14th July:

- Progress check in.
 - Delegate remaining duties.
 - Discuss balance of works.
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Recording Links

[Meeting 28.06.2022](#)

[Meeting 29.06.2022](#)

[Meeting 05.07.2022](#)

[Meeting 06.07.2022](#)

[Meeting 09.07.2022](#)

[Meeting 12.07.2022](#)

[Meeting 14.07.2022](#)

Minutes / Actions Notes

28th June:

Minutes:

- Most of us overwhelmed/ confused by the amount of work in assignment 1.
- Large amount of content which outlines Assignment 2 has us confused about direct tasks.
- Good diversity with our personality types. Annesha- Defender, Dom- Consul, Daniel and Connor- Mediator. We hope Daniel and Connors creativity will compliment Anneshas analytical thinking and Doms people skills.
- Next meeting date: 29th June, 8:30pm AEST.

Actions:

- Each thoroughly read rubric and bring understanding to next session.
 - Each come up with team names to share in next session.
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29th June:

Minutes:

- Collab approach to assignments and do sections by weeks.
- Ideal Jobs: **Jared** hacking – **trent** stacking – **Daniel** Telstra – **annesha** software testing/development – **connor** just anything it would make him happy – **dom** accounting
- For IT technologies section of assignment: **Dom** to look into autonomous driving. **Connor** keen to look into raspberry pi's. **Annesha** and **trent** to look into cyber security.

Actions:

- Share the details of our personal profile on teams.
 - Start to research our sections of IT technologies.
 - Meeting 8pm AEST next Tuesday 5th.
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5th July:**Minutes:**

- **Assignment feedback**: Most of us with similar feedback. More nuanced answers. Deeper understanding of which IT technologies to use for our projects. Which fields of IT will enhance our careers.
- **Sharing progress**: Jared looking to discuss Arduino and raspberry pi's with colleagues before beginning report tomorrow. Dom about halfway through automated vehicles and looking to finish tomorrow. Trent has shared progress with cloud servers to group. Connor has shared progress on robots to group.
- **Interview**: Dom to organize interview with colleague Business systems manager.
- **Project ideas**: Connor, create online game with 3D graphics. Aneesha, app for pain management and chronic pain diagnosis. Jared, app - chat room based around mental health and offering support to isolated people that need connection. Trent, petrol watch app that incorporates business of the stations. Dom, geolocation community clean app.

Actions:

- All upload personal profiles to compiling document
 - Annesha to consolidate personal profiles.
 - Each finish technologies report.
 - Dom to plan interview with IT professional.
 - Meet again Wednesday 6th July. 20:30AEST
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6th July:

Meeting Summary 06th July Hi All, Thank you for the meeting tonight! From tonight's meeting we have divided up some tasks, please see a breakdown below:

Dom

- Autonomous Vehicles
- Interview

Annesha

- Profiles
- HTML Set-up

Connor

- Robots
- Ideal Jobs

Trent

- Cloud Computing & Servers
- Industry Data (Burning Glass)

Jared

- Raspberry Pi's

For our next meeting, we were thinking around 6:30pm (WA time)/ 8:30(Brisbane time) Saturday night? comment below if that works for you and I can send out an invite

9th July:

Minutes:

- **Sharing progress:** Jared looking completed Arduino and raspberry pi's report. Dom completed Autonomous vehicles report and finalizing interview write up tomorrow. Trent has shared progress with cloud servers to group. Connor has shared progress on robots to group.
- **Project ideas:** Going ahead with Annesha's project idea of a pain management app. Annesha to share assignment feedback to the compiling document.

Actions:

- Dom to finish interview write up and has taken on Tools section of assignment.
 - Trent to create github repository and invite everyone.
 - Trent and Jared to complete Industry data section of assignment.
 - Connor and Trent to finish technologies report.
 - Connor to complete ideal jobs comparison section of assignment.
 - Annesha to share assignment feedback regarding her project to the compiling document.
 - Meet again Monday 12th July. 18:30 AEST
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12th July:

Minutes:

- **Sharing progress:** Jared completed Arduino and raspberry pi's report. Dom completed Autonomous vehicles report and interview write up and is progressing with tools section. Trent is progressing with cloud servers. Connor is progressing with robots. Annesha has completed personal profiles, shared website progress and has assisted with robots information for Connor.
- **Project ideas:** Going ahead with Annesha's project idea of a pain management app. Annesha to share assignment feedback to the compiling document.

- Targeting Saturday 16th for submission.

Actions:

- Dom to finish tools section and start working on Industry data section.
- Connor and Trent to finish technologies report.

- Connor to complete ideal jobs comparison section of assignment.
 - Annesha to complete website and start working on project ideas section.
 - Meet again Thursday 14th July for final meeting before submission. 19:00 AEST
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14th July:

Minutes:

- **Sharing Progress:** Trent continuing work on Cloud report. Connor continuing work on cloud report and Ideal jobs section. Annesha has website practically finished and has updated all relevant information for Project ideas. Dominic has completed industry data section and is working on Project ideas with Annesha.
- **Addressing fair balance of work:** Dominic addressed that he felt uncomfortable with the lack of evidenced progress from other members of the team and that some members were not proactive in looking to take a fair share of the assignment. Annesha seconded the remarks.

Actions:

- Trent notified the team he will not be contributing any further work and so Annesha will begin work on cloud-based systems and finalise the website coding.
- Dominic to continue working on project ideas and prepare final submission documents.
- Connor to complete works on robots and on the ideal jobs section.
- All to complete feedback sections and add the skills required for their ideal jobs into industry data section.

MS Teams Invite Link

https://teams.microsoft.com/l/channel/19%3arw4lKn5Phblxbrwp9WRGjRuY4uq_np6a7NLM5lcTQZs1%40thread.tacv2/General?groupId=21b568c2-2f7e-477e-abea-cb1b6fc46843&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b