

# Meetings Actions

Attendees:

- Colin Stock: s3922272
- Gesina Sands: s3921234
- Liane Wong: s3923671
- Michail Christofis: s3923089
- Samuel Saad: s3922640
- Tai Tran: s3918375

## Item 1 (15 minutes)

### Everyone's update

**Colin – Have to go over edits, will put together full doc for group meeting, agenda and actions over weekend.** Colin confirmed that we will have final meeting Monday and Thursday will have an unofficial meeting to submit the assignment. Colin mentions timeframe needs to be completed tonight. Tomorrow at the latest.

### Sam

**Michail-** Michail mentioned brushing up on Adobe skills for editing.

### Gesina

**Liane** Liane has partially done the tools; she just needs to do screenshots and finalise the last touches on it. Liane has requested a share screen of the PDF so that we can discuss the layout and format of this document that she has begun.

**When will everything be up on teams and can we have it all in the full doc by Saturday after the edits. Once it's on the full doc we can start putting on the website.**

**Would also like to decide if we have our last meeting on Monday then on Thursday, we just have an unofficial one where we have Liane share screen and submit the assignment.**

## Item 2 (5 minutes)

**Has everyone uploaded their speech video.** Everyone has except Colin he needs to source a higher quality camera. There was a discussion about editing and Landscape vs Portrait when shooting the video.

**Need to talk to Michail about this.**

**We would like to be able to finish this by Monday.**

## Item 3 (20 minutes)

**Discuss Group Reflections Hex Clan A3? Everyone please prepare some points to include:**

- 1) How did we work well?
- 2) What improvements could be made?
- 3) What was surprising?
- 4) Final thoughts.

**Michail-** Everything went well except a group member dropping out.

**Liane-** We actually were able to be candid without people getting upset so we had great communication.

**Samuel-** Each member seemed to have a critical role within the team. Everyone had a specialised skill, for instance Michail wrote the entire backend, Colin conducted meetings etc.

**Colin-** Was also surprised by how cohesive everything was and how candid we were able to be.

**Kanban** was a useful tool Colin discovered.

**Gesina-** Goals were aligned.

**Colin-** Planning is the most crucial aspect of doing a project.

Michail- Michail concurred with this point.

Liane- It is good not to assume and to always clarify. To ensure good communication to clarify is always a good idea.

Gesina- Surprised how much of the project idea was actually able to be developed.

### **Open Issues**

Recap of open issues

Michail asks for feedback on the recipes section and shares screen to showcase this section.

Liane asks Michail to make the recipes section interactive to make the iframe easier to use.

Liane has asked Gesina to make the html page to put the prototype.

### **Recap by Gesina**

### **Reviewing Tasks**

Minutes submitted by: Gesina Sands

Minutes approved by: