

Meeting Actions

Attendees:

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

Item 1 (10 minutes)

- **Everyone's updates**
- **Colin – Draft of Group Processes and Scope and Limits due Tuesday 2/11/21**
Colin is almost done with drafts and group processes. Michail has asked Colin to do recipes **due by the end of the week**. Samuel will also be helping Colin with this task.
- **Sam – how are you doing with Aims rough draft due today**
Sam is refining Aims but it is **nearly done**
- **Liane – Tools and Tech any updates or needs**
Liane upon further research has realised this section needs to be expanded in greater detail. **She will aim to have this done by Thursday.**
- **Gesina – Hows draft of testing section going and plans and progress is it going**

- **Tai – How's timeframe going do you need help**
Tai said the timeframe section is going well but he needs help. Tai needs more details about the tools. Tai has asked Michail and Samuel for further clarification on this tools task. Liane said the tools section will need to be done first and then this section can be completed. **First 3 weeks can be now on what we have done so far.**
- **Tai and Gesina how are risks going draft on course for Thursday?**
Tai and Gesina are on task to have this **completed for Thursday.**
- **Samuel and Gesina skills and jobs going is it done who will look over and edit**
Samuel and Gesina will have this completely finalised by **Thursday.**

Item 2 (10 minutes)

How is storyboard going and who wants to work on video with Tai.

Everyone agrees that storyboard and script is fine for the draft.

Colin will be improving the script

Samuel will be helping with this task.

Is anyone comfortable with video to help Tai.

Rough draft to be done. Michail will be helping Tai with this task.

Everyone has a discussion regarding the sound quality on teams and what is involved in doing the video part of the assignment.

Everyone concurs that we will divide up sections of the script that we will then record.

Item 3 (10 minutes)

Once we have our sections finalised and happy with them put them on teams let people know once others are happy with it the person who did it should then proceed to put it on the website.

Any issues with this?

Everyone is happy with this, but just reiterating that we will need to use the final PDF to put content on the website.

Open Issues (5 minutes)

Does anyone have any questions or want to talk about anything I forgotten?

The website application- Michail wants everyone to have a look and do some UAT.

Tai wants the meetings moderated more.

Liane is raising the issue of tasks and that deadlines need to be met.

Reviewing Tasks (5 minutes)

Gesina shares screen of the actions written down throughout the meeting.

Minutes submitted by: Gesina Sands