

# 1. Actions 28/10/2021

## Attendees:

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

## Meeting Recording:

This was buggy and split into 4 sections

1. <https://rmitteduau.sharepoint.com/sites/Assignment3namepending/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FAssignment3namepending%2FShared%20Documents%2FMeetings%2FRecordings%2FMeetings%2D20211028%5F203719%2DMeeting%20Recording%2Emp4&parent=%2Fsites%2FAssignment3namepending%2FShared%20Documents%2FMeetings%2FRecordings>
2. [https://rmitteduau.sharepoint.com/sites/Assignment3namepending/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings%2FMeetings-20211028\\_203719-Meeting Recording 1%2Emp4&parent=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings](https://rmitteduau.sharepoint.com/sites/Assignment3namepending/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings%2FMeetings-20211028_203719-Meeting Recording 1%2Emp4&parent=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings)
3. [https://rmitteduau.sharepoint.com/sites/Assignment3namepending/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings%2FMeetings-20211028\\_203719-Meeting Recording 2%2Emp4&parent=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings](https://rmitteduau.sharepoint.com/sites/Assignment3namepending/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings%2FMeetings-20211028_203719-Meeting Recording 2%2Emp4&parent=%2Fsites%2FAssignment3namepending%2FShared Documents%2FMeetings%2FRecordings)
4. [https://rmitteduau.sharepoint.com/:v:/r/sites/Assignment3namepending/Shared%20Documents/Meetings/Recordings/Meetings-20211028\\_203719-Meeting%20Recording%203.mp4?csf=1&web=1&e=SQOrqe](https://rmitteduau.sharepoint.com/:v:/r/sites/Assignment3namepending/Shared%20Documents/Meetings/Recordings/Meetings-20211028_203719-Meeting%20Recording%203.mp4?csf=1&web=1&e=SQOrqe)

## Item 1 (15 minutes)

- **How is everyone doing and when will everyone have their work done and what do you need**

- **Colin (Script, Project Description)**

Colin is done with script it needs editing, project description is done and needs editing.

Samuel is happy to help with Editing

- **Samuel (Aims) (4/11/2021)**

Samuel is nearly done with aims but wants to have a sit down with Colin and just go through a few extra details to complete this task. Colin suggested that Michail also attends that meeting for input. (Due next Thursday with rough draft Monday)

- **Liane (Team Profile, Tools and Tech)**

Liane is waiting for Tai to finish two things so she can finish, Tai to finish tonight on Career Plans and Group Processes in next few days. Gesina to finish Career Plans section of that document tonight then Team Profile will be done. Tools and Tech not started yet but she is starting on the repository on the app.

- **Gesina (hows plans and progress going, what do you need to write up the testing section)(needs the script) (Due 12/11)**

Plans and progress to be done by 12/11.

Testing Section (Write up to be done by tomorrow morning as a draft)

- **Liane and Samuel (what do you need for tools section) (TBD working progress)**

Samuel asked everyone to add tools as they go.

Liane reiterated do not get that confused with tools and tech.

- **Tai (Timeframe with Colin) (TBD)**

Tai and Colin to have a meeting separately about this. Tai has consulted with an IT professional to set a realistic standard.

- **Liane & Gesina & Tai (how are the risks going) (4/11/2021)**

Next week Thursday draft due

Tai will be talking about risk from a business/finance point of view

- **Samuel and Gesina (how are skills and jobs going) (Due 1/11/2021)**

Almost done will be finalised Monday 1/11/2021

- **Liane and Michail (website any issues)**

No issues with website all going well.

Michail has finished writing up all the website scrapers.

IGA, Woolworths and Foodland.

Michail will be writing up an automated HTML generator.

Liane and Michail want to finalise what's needed for the website.

- **Colin and Michail (Group Processes and Scope and Limits)**

Colin & Michail will be having a discussion about this section tomorrow.

- **A5 presentation**

**Script done and Storyboard due end of Week 10**

## Item 2 (15 minutes)

- **What goals should we set for our app (we don't need to achieve all of them this will help in the timeframe section and the scope and limits section)**

- **app website with database**
- **web scrapers (Michail done)**
- **user interface mock up**
- **creating coins with users**
- **back-end coding sections**

○ **maybe a goal we won't achieve is having some settings that allow the app to interact with smart cars so you can just plug the phone in and the app will directly give the route to the car.**

- **On boarding features**
- Liane suggested checking up on Smart Fridges-

Liane is making CSS document tonight. She is asking Samuel to make some pages.

### **Item 2 (5 minutes) (15/11/2021)**

- **Roles what should we do with roles. We need a write up of what these roles are and how they change or if we didn't use roles why we didn't use roles**
  - **It is sometimes useful to define roles for particular participants, such as Lead Developer, or Technical Designer, or User Interface Designer. It is also possible that roles are changed from week to week, depending on what needs to be done next. Have you defined any specific roles for your project? If so, describe and justify these. If not, describe your process and justify why there are no specific roles.**

Everyone to add into a document what they thought their roles was and someone to make this section flow.

### **Open Issues (10 minutes)**

**Does anyone have any issues to discuss or anything else they would like to bring up**

- **Do you need help would you like to be a part of something your not**

Tai asks for confirmation for the project overall timeline. First 5 weeks of time frame are everything we have done and the last 10 weeks are theoretical. After recording Tai will go through with Colin to clarify this section.

### **Reviewing Tasks**

**Gesina goes through minutes so everyone has a clear idea of what everyone is doing**

Minutes submitted by: Gesina Sands

Minutes approved by: