Meeting Actions

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

Recording Link –
https://rmiteduau.sharepoint.com/sites/Assignment3namepending/Shared%20Documents/
Meetings/Recordings/Meeting%20in%20_Meetings_-20211104_203355-Meeting
%20Recording.mp4?web=1

Item 1 (10 minutes)
- **Everyone's update's (what are you currently working on)**
- **can we have most of written requirements done by next week should we assign someone to edit or just ask everyone to agree when doc is ready**
- **Colin –** Scope and Limits (5/11/2021) Also will be helping Tai with Timeframe. Working on Script for Video Presentation to get to Tai ASAP.
- **Sam –** Skills and Jobs completed to review with Gesina ----Aims and Goals Completed —Needs to do Recipes (50%) 5/11/2021 or Monday and Tools and Back End (20%) (Monday)
- **Gesina –** Risks document complete to review. Testing document 90% done but will have final version 8/11/2021, Plans and Progress on track to complete 12/11, User on boarding due 8/11/2021
- **Tai –** Video presentation Task & Time Concept (Monday 8/11/2021) Group Processes (Complete)
- **Liane –** Tools and Tech almost done (5/11/2021), Team Profile (8/11/2021)
- **Michail –** Back-end complete – gives directions from where you are to closest IGA or Woolworths etc. Currently working in particular for central Melbourne. Help Samuel with Back-End Tools.
- **Liane& Gesina to review all content first- then Colin, Michail, Samuel, Tai to check what we have reviewed as a final edit.**
- **Liane** clarified that the final Tools document needs to be done as one of the last items to be completed.

Item 2 (10 minutes)
- **Script will be further finalised by 07/11/2021 to allow for all of us to speak for around a minute (please if you have an order preference let me know)**
- **First demo of video could it be done by Thursday 11/11/2021? Due date of everything is the 21/11/2021.**

Item 3 (5 minutes)
- **did everyone look at the link Liane sent for the planning methods**
- **https://project-management.com/agile-vs-waterfall/**
- **can we all agree that we are adopting a more Agile method of development**

- We agree that Agile is a good methodology to use.

Open Issues
(5 minutes)
Is everyone happy with the aim to try have most of written work done by week 11 (14/11/2021) so week 12 is simple edits/uploading your work to the website?

(5 minutes)
Anything else anyone would like to talk about that wasn't brought up?
Liane asked if we saw the music link that she sent.
The group discusses having ambient music in the video presentation section.
Everyone shares their marks from A2 and we have a group discussion about what needs to change based on the feedback that we received.

Reviewing Tasks
(5 minutes)
Gesina shares screen and goes through the actions for everyone to allow everyone to know exactly what everyone is doing.

Minutes submitted by: Gesina Sands

Minutes approved by: Colin Stock