

Meeting Agenda

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
- Sam – how are you doing with Aims rough draft due today
- Liane – Tools and Tech any updates or needs
- Gesina – Hows draft of testing section going and plans and progress is it going
- Tai – How's timeframe going do you need help
- Tai and Gesina how are risks going draft on course for Thursday?
- Samuel and Gesina skills and jobs going is it done who will look over and edit

Item 2 (10 minutes)

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

Colin will be improving the script with Michail.

Is anyone comfortable with video to help Tai.

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?

Open Issues (5 minutes)

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

Reviewing Tasks (5 minutes)

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

Minutes submitted by: Gesina Sands

Minutes approved by: