

## **MINUTES FOR CONQUERORS' TEAM MEETING #3**

**Date:** Saturday 9 October 2021

**Time Started:** 7.06pm

**Time Ended:** 7.53pm

**Note:** Meeting rescheduled due to work commitments of members

### **Meeting link:**

[https://rmit.edu.au-my.sharepoint.com/:v/g/personal/s3924819\\_student\\_rmit\\_edu\\_au/EW2uukwJePpBrOILLztglw0Bm27LHuT9m0cmt1aocEIYCw](https://rmit.edu.au-my.sharepoint.com/:v/g/personal/s3924819_student_rmit_edu_au/EW2uukwJePpBrOILLztglw0Bm27LHuT9m0cmt1aocEIYCw)

### **Members:**

- Cristopher Inostroza
- Michael Sy
- Nicole Attard
- Sharif Ayazi
- Steven Pigatto
- Theodore Haluska lii

### **Action Items:**

#### 1. Deadlines for Assessment 2 tasks:

- All information hopefully should be in Assessment 2 Word doc by Monday evening (11/10/21)
- Aiming to have Word doc finalised and everyone to add their sections into the index file during the week - should be on website by Friday evening
- Weekend (16-17 October) to work on CSS file and submit Saturday night/Sunday morning (buffer in case of emergencies)
- **Create checklist before end of week - tick of all sections before submitting file**

#### 2. Catch up on Progress for Assessment 2:

- **Team Profile - Everyone**
  - Individual profiles are completed in Word doc
  - Team profile
    - All 6 test results to be combined in chart/graph/other visual element
- **Ideal Jobs - Everyone**
  - All ideal jobs entered into Assessment 2 doc

- Just need to complete write up
- **Tools - Everyone**
  - Start working on website
  - Everyone to put their sections onto the website for contribution trail
  - Sharif to start formatting index file with headers so others can add their info underneath
  - Everyone to help out with CSS formatting during the week
- **Industry Data - Everyone**
  - Comparing Burning Glass data to ideal jobs - everyone to write short paragraph if their ideal jobs have changed
  - Steven started to rank skills but need to finish off ideal job table
  - Graphs or charts to show rankings
- **IT Work - Sharif and Michael**
  - Interview conducted via email + write up summarising key interview points completed
  - Include response in appendix
- **IT Technologies (approximately 900 words report)**
  - Steven and Cris have entered their reports
  - Nicole and Ted refining their sections and will upload
  - Everyone to read over in case anything is missed/could be added
  - Spell check/grammar
- **Group Reflections - Everyone**
  - Everyone to complete their own reflections - up to 200 words
  - One group one - around 400 words
  - Towards the end
  - SparkPlus = to be done during week 8

### 3. Project Idea Discussion:

- **To be done - everyone to contribute**
- Chatterbox project - conversational/FAQ chatbox
  - Working model to attach to GitHub
  - Possibly for next assignment
- Cris entering information from assessment 1 on the chatterbox idea
- Everyone to help expand on sections for report
  - At least 1500 words