MINUTES FOR CONQUERORS' TEAM MEETING #4

Date: Monday 11 October 2021
Time Started: 7.09pm
Time Ended: 7.48pm

Meeting link:

https://rmiteduau-
my.sharepoint.com/:v:/g/personal/s3924819_student_rmit_edu_au/EZq4I0MvE5ZGo
k13MLkjSNgBW1QaIUN6KptVZ-aNaY9aJQ

Members:

- Cristopher Inostroza
- Michael Sy
- Nicole Attard

- Sharif Ayazi
- Steven Pigatto
- Theodore Haluska Iii

Action Items:

1. Deadlines for Assessment 2 tasks:

   - All information in Assessment 2 Word doc by Friday evening (15/10/21)
   - This week to add information into index file and finalise CSS
   - One volunteer to submit assignment on Sunday - hopefully by late afternoon/early evening after getting okays from everyone
   - Checklist created - possibly have informal meeting on Sunday before submitting to make sure everything for assessment is on webpage and PDF documents
   - To do: Group Reflections - 200 words from each person; 400 as a group
   - Sharif working on GitHub html/CSS code
   - Format references on GitHub + in text references for content
     - Separate references for each section / each person? Or add to end of document

2. Catch up on Progress for Assessment 2:

   - **Team Profile**
     - Individual profiles are completed in Word doc
     - Team profile
       - All 6 test results to be combined in chart/graph/other visual element

   - **Ideal Jobs**

- o All ideal jobs entered into Assessment 2 doc

- *Tools*
  - o Start working on website
  - o Sharif to start formatting index file with headers so others can add their info underneath
  - o Everyone to help out with CSS formatting during the week

- *Industry Data*
  - o Completed - ideal jobs compared to Burning Glass data

- *IT Work*
  - o Write up completed - to be added to index file

- *IT Technologies*
  - o All four reports completed
  - o Refining/additions
  - o Everyone to read over in case anything is missed/could be added

- *Group Reflections*
  - o SparkPlus to be completed after submission

3. Project Idea Discussion:

- Assessment 1 information added
- Everyone expanding on sections for report
- Possibly create a mock up? Knight design for chatbot?
- Conversational/FAQ chatterbox