Team Meeting Agenda

April 20, 2014

[html](http://5064.ca/agendas_and_minutes/agenda-april-30-2014.html) | [pdf](http://5064.ca/agendas_and_minutes/agenda-april-30-2014.pdf)

# Taking minutes & minute-taking instruction

# [Opcom](http://5064.ca/img/opcom_organization.png)

* JrFLL
  + PA LEGO Ninjagos (2013 season)
* FLL
  + TBD (2014 season)
* FRC
  + Team 5064 ("Opcom" for 2014 season)

# [Team 5064](http://5064.ca/img/team_organization.png)

## Who is who in the Team Management

* Team Director: Russell
* Technical Manager: Allan
* Programming Manager: Russell
* Team Coordinator: Mario
* Team Support: Helen, C-Anne + parents

# Team 5064 Team Captains

Subteams report to Team Managers in brackets. Positions in **bold** need to be filled today

* **Outreach** (Mario)
* **Marketing & Branding** (Mario)
* Safety (Allan)
* Parts & Tools (Allan)
* Mechanical (Allan)
* Electrical/Pneumatics (Allan)
* Programming (Russell)
* Strategy/Drive/Rules (Russell)
* Scouting (Russell)
* Awards (Mario)

# Team handbook

Being put together - but not done yet.

# Team web site: [www.5064.ca](http://www.5064.ca)

* Not ready yet!
* Projected "release" date May 8 (Next Wednesday)
* Mario responsible for web site, but...
* site will be managed by students in Marketing & Branding subteam (one day)

# Marketing & Branding subteam

* Develop and maintain team's web site, produce swag and flair
* Address *issues* (bugs, typos, errors, etc) as reported in the Issue Tracking System
* CTS credits (e.g. COM 1055, COM 2055, COM 3075, COM 3155,...)
* We need a Marketing & Branding Captain today (deadlines are approaching) - anyone interested in being the Marketing & Branding Captain - talk to me before you leave today.
* Marketing & Branding subteam will meet weekly (separately from our Wed 4-6 meetings)

# ...everyone else (i.e. students + mentors)

* Check out web site and providing sensible ideas and constructive feedback using the official Issue Tracking System

# Reporting *issues*

* Report bugs, typos etc. using **only** the issue tracking system (do not email or post on FB)
* Important stuff to keep in mind when using the issue tracking system:
* Be specific and accurate (because if we cannot find/reproduce the bug/typo/issue we cannot fix it)
* Be civil, respectful and professional (everything posted is public and inappropriate comments may come back and haunt you)
* Keep it short, but not too short!
* [Issue tracking system demo](http://5064.ca/)

# Outreach

## Upcoming events

* **Inner City Community Outreach event at McEwan** (June 1, 10-1pm; inner city families; 6-12yrs; demo of Vlad)
* **K-Days** (July 18-27, noon-11pm; demo of Vlad + Mindstorms sumo wrestling)
* **Department of Mathematics, UoA** (August 19, 1-4pm; junior high; demo of Vlad and hands-on Mindstorms sumo wrestling)

# Outreach student participation

* Required participation: McEwan
* Participation in at least one of these is required: K-Days or UoA

# Outreach todo

* We need an Outreach Captain **today** (**everyone** else has to pitch in) - anyone interested in being the Outreach Captain - talk to me before you leave today.
* Outreach Captain will compile list of people's availability
* Need to build a crazy cool pit (to be used for competitions but - more urgently - for outreach)
* We need swag and flair (the responsibility of the Marketing & Branding subteam)

# Mentor Coffee meeting

* Mentor training
* Pending completion of team handbook
* Participation is required, imbibing coffe is optional!

# Get to work!

Before you leave today, don't forget to tell Mario before you leave today if you are interested in...

* the Marketing & Outreach Captain position
* the Outreach Team Captain position
* helping out with the team's web site (and earn credits)