# Home Affairs and AUSTRAC Grad Program Meeting Minutes/Action Items Register – as at 2/6/19

| Date | Meeting Summary | Outcome/Action Required | Responsibility | Deadline |
| --- | --- | --- | --- | --- |
| 17/04/19 | Project Introduction and overview with the senior user/project advisor.  Home Affairs Grad Coordinator also in attendance. | Each team member to create GitHub account.  Each team member to become familiar with the current process. See if there is any way to provide Kirsty with access. | Chad to provide GitHub accounts to Senior User who will then add each member to a relevant group. | ASAP |
| 17/04/19 | Project Team meeting/debrief after meeting with project advisor | Kirsty considering methods of accessing resources from the AUSTRAC network.  Mode of communication will be email, govTEAMS and conference calls.  Discussed each members skillsets and potential roles in project |  |  |
| 3/05/19 | Meeting with UC Mentor | Advised to get project management component out of the way as soon as possible to begin development. | Hayat, Jasveer, Kirsty – project management components  Chad - Development | ASAP |
| 14/05/19 | Preparation ahead of 17/5 UC presentation | Assigned responsibility for content in presentation.  Kirsty to write questions for senior user and share with group before sending to Mark Reeves. | Presentation preparation – whole team  Senior user questions – Kirsty and whole team. | 16/5/19 |
| 22/05/19 | Meeting ahead of 2/6 UC Project hand-in.  Discussed items for handin, | All documentation including PID, responses to senior users questions/requirements. | Hayat and Jasveer - to complete PID and any other Departmentally required documentation. Will complete by Monday for consultation with Chad and Kirsty.  Chad and Kirsty – Senior user’s requirements | H & J – 27/5 for feedback  C & K – 2/6 |
| 31/05/19 | 2/06 Handin catchup  PID not complete, team worked through issues. Large sections removed and need to be re-added, sections misinterpreted, language at times unclear.  Senior User requirements complete. | Jasveer to finalise responsible PID sections.  New sections of PID need to be completed, sections to be rewritten.  Documents need to be collated in meaningful way for submission.  Catchup on progress at end of the day. | Jasveer – finalise sections  Chad and Kirsty – complete new sections and re-write where necessary  Kirsty – Document collation and handin  Hayat – assistance where required. | All – 31/5 |
| 18/6 | Meeting with Project Sponsor | TBA | TBA | TBA |