

TEAM WORK MEETING AGENDA

The chairperson fills out this form before a meeting to organise tasks to be discussed.

Meeting details

Chairperson: Veronika Strela		Minutes: 20 minutes to 1 hour	Date & Time: 23 Feb 2018, Afternoon	Location: Online - Facebook Messenger
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Who is to complete what part of the Team Agreement	Team Agreement parts: 1) Team Principles, 2) Communication and Operational Processes, 3) Non-Compliance, and 4) Dispute Resolution & Conflict Management		
2	Decide whether there is to be an editor or if two people work on one part	There are 4 parts to complete and 5 team members to complete them		
3	Who is to be the editor	One team member is a graduate writing student so could use him/her to the group's advantage		
4	Who is to be the collator of the team agreement parts and list of features	Very easy part to do		
5	Who will send the Team Agreement and list of features to the tutor	Tutor's email address is: tara.capel@hdr.qut.edu.au		
6	When will the deadline for the list of features from all team members be	Preferably a day away from deadline for sending documents to tutor to allow editor and collator time to do their part		
7				

TEAM WORK MEETING MINUTES

Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.

Attendees: Ranne Lourd Deleon Sanedrin, Issey Jordan, Veronika Strela		Absent: Vikrant Harish, Kenny Williamson		Date & Time: 23 Feb 2018 (Friday) 4:31pm		Location: Online - Facebook Messenger and Email	
Minutes: <i>Who is filling out this form?</i>		Veronika Strela		Chairperson: <i>Who is organising the meeting?</i>		Veronika Strela	
	Item <i>What has to be done by the next meeting?</i>	Action <i>What action is required to get it done?</i>	Who <i>Who is responsible?</i>	Duration <i>How long will it take to complete?</i>			
1	Communication and Operation Processes part of Team Agreement	Reading examples and explanation of part in team agreement template, thinking, and doing some research	Ranne	2 to 5 hours			
2	Non-compliance part of Team Agreement	Reading examples and explanation of part in team agreement template, thinking, and doing some research	Issey	2 to 5 hours			
3	The collating of the Team Agreement parts and list of features from each team member	Uploading of parts from other team members and the use of the Team Agreement template	Veronika	2 to 3 hours			
4	The editing of the completed Team Agreement document and combined list of features document	Doing some research on editing techniques, googling, and writing	Veronika	3 to 7 hours			
5	The sending of the Team Agreement and combined list of features to the tutor via email	Logging in to email account, composing an email, attaching documents, retrieving tutor email, and sending email	Veronika	5 to 15 minutes			
Next Meeting:							
Chairperson: Vikrant Harish		Minutes: 20 minutes-1 hour		Date & Time: 3 March 2018, Afternoon		Location: Online - Facebook Messenger	

