

## TEAM WORK MEETING AGENDA

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

### Meeting details

<b>Chairperson:</b> Veronika Strela		<b>Minutes:</b> 20 minutes to 1 hour	<b>Date &amp; Time:</b> 22 Feb 2018, Evening	<b>Location:</b> Online - Facebook Messenger
	<b>Item</b> <i>What will be discussed at the next meeting?</i>	<b>Notes</b> <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.*

<b>Attendees:</b> Vikrant Harish, Kenny Williamson, Veronika Strela		<b>Absent:</b> Ranne Lourd Deleon Sanedrin, Issey Jordan		<b>Date &amp; Time:</b> 22 Feb 2018 (Thursday) 8:19pm		<b>Location:</b> Online - Facebook Messenger	
<b>Minutes:</b> <i>Who is filling out this form?</i>		Veronika Strela		<b>Chairperson:</b> <i>Who is organising the meeting?</i>		Veronika Strela	
	<b>Item</b> <i>What has to be done by the next meeting?</i>	<b>Action</b> <i>What action is required to get it done?</i>		<b>Who</b> <i>Who is responsible?</i>		<b>Duration</b> <i>How long will it take to complete?</i>	
1	Team Principles part of Team Agreement	Reading examples and explanation of part in team agreement template, thinking, and doing some research		Kenny		2 to 5 hours	
2	Dispute Resolution & Conflict Management part of Team Agreement	Reading examples and explanation of part in team agreement template, thinking, and doing some research		Vikrant		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	
<b>Next Meeting:</b>							
<b>Chairperson:</b> Veronika Strela		<b>Minutes:</b> 20 minutes-1 hour		<b>Date &amp; Time:</b> 23 Feb 2018, Afternoon		<b>Location:</b> Online - Facebook Messenger	

