

Meeting Regulations

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General Rules

1. A minutes document should be written for each meeting held, based on the guide and templates specified within the Quality Assurance document.
2. Behaviour during meetings should follow the Code of Conduct.
3. Members are expected to actively participate in meetings and workshops so that meetings are kept as brief as possible.
 - 3.1. Continual refusal to participate is subject to disciplinary rules.
4. During practical meetings, any member of the meeting can initiate a "Job Call".
 - 4.1. After the member yells out "Job Call", all members of the meeting are required to call out the current work they are doing.
 - 4.2. If a member has no currently assigned work, the member is expected to assign themselves an available task, if possible.
 - 4.3. A "Job Call" cannot be initiated within 5 minutes of the previous call, in order to prevent abuse of this rule.
5. Any decisions made in meetings require a majority vote from all members currently attending the meeting, if the vote passes then the decision goes through.
 - 5.1. Any absent members can call for a review and/or a revote of that decision within future meetings.
6. If any snacks are brought to the meeting they are seen as belonging to the entire group rather than the individual who brought them. Sharing is mandatory.
7. Celebratory actions, such as performing dance moves like "dabbing", are disallowed during meetings unless a milestone as defined by the company has been met.

Scheduling a Meeting

1. The date and time of the next meeting should be decided by the end of each meeting.
 - 1.1. The location where the meeting will be held can be decided outside of the meeting's time frame if necessary.
2. A group member should be allocated by the end of every meeting to book the room(s) for the next meeting.

3. Meetings are planned to be held at least twice a week, with Thursdays as our primary date and the second date will customarily be decided on the Thursday meeting.
 - 3.1. Workshops are considered meetings in all other cases but will only be considered such in the case of this regulation if our workload is seen as low enough not to require further meetings.
 - 3.2. In the case of early completion of work it is also possible that the Thursday meeting can be cancelled.

Room Booking

1. When a meeting room is booked a screenshot of the booking should be posted in the general channel on Discord.
 - 1.1. This is so that everyone within the group can verify the time and location of the booking.
2. When a meeting room is booked, an announcement should also be posted on the meeting-schedule channel on the Discord server following the format stated in the QA document.

Attendance

1. Tardiness
 - 1.1. All members of a meeting are expected to show up at least 5 minutes before a meeting is scheduled to start.
 - 1.2. Anything within 15 minutes of the beginning of the meeting is acceptable tardiness but past 15 minutes lateness must be recorded in the meeting's minutes and the absence logbook.
 - 1.3. Arrival past the 30-minute mark of a meeting will be treated as an absence, unless all present members of a meeting choose to give an exception to the absent parties.
2. Leaving Early
 - 2.1. Members who have obligations partially overlapping meetings which are significant enough to warrant not attending the meeting at all, are permitted to leave meetings when their obligations require them to.
E.g. A seminar, lecture, doctor's appointment, etc.
 - 2.2. Reasons for leaving a meeting that the meeting's members have consented to extend past the scheduled time of the meeting do not have to be as urgent, due to the meeting being technically over at the point of departure.

Absences

1. Members absent from meetings or other events due to sickness or other reason should notify group members via Discord (if possible).
 - 1.1. Failure to reasonably send such a notification may result in disciplinary action being taken by attendees of the meeting.
2. Those in attendance should send the absentee details and a summary of the event at the nearest opportunity.

3. Absences can be excused by attendees due to extenuating circumstances. This should be agreed upon and recorded in the minutes for that meeting.
 - 3.1. Such circumstances may include a meeting scheduled at an improper time or one called without sufficient notice beforehand.

Adjourning a Meeting

1. If a meeting is adjourned for any reason, this should be reflected in the minutes.
2. Meetings can be adjourned if those present are unable to fulfill the tasks set out for the meeting.
 - 2.1. This includes the case where half or fewer of the members show up to the meeting.
 - 2.2. If the meeting was adjourned without being held due to absences, all non-attending members will have their absence recorded within the logbook
 - 2.3. Minutes for such meetings will hold far less information than regular meetings given that no meeting has taken place.

Breaks

1. All meetings will have a break ranging between 10-20 minutes every hour, by default the break duration will be 15 minutes and will start 10 minutes before the hour is up.
2. Group members can choose to offset their break times, each having them at different times of the meeting.
 - 2.1. This depends on the work being done and whether their current objective will be derailed by taking a break.

Meeting Duration

1. Meeting duration is standardised to 1 and 2 hour intervals, spending roughly 45 and 90 minutes respectively within the meeting room and 15 to 30 minutes of break for that duration.
2. Meetings can extend past 2 hour intervals in situations where it is approved by all group members, but this should only be done when it is necessary for the completion of the project.
3. Members who are capable of attending meetings electronically and aren't capable to do so physically are expected to do so.
 - 3.1. Such cases include being snowed in, missing a train, having a missed alarm, etc.
4. Members who attend meetings electronically will not be marked as absent.
 - 4.1. However, this should be noted in the minutes.

Assigning Work

1. Individual tasks are expected to be assigned by the end of each meeting and recorded in the Worklog.
 - 1.1. Work will be assigned on a volunteer basis or randomly assigned in the case of lacking volunteers.

- 1.2. Tasks should be recorded in the Worklog following the guidelines stated in Quality Assurance.
2. Progress on work assigned in the Worklog should be reviewed during the next meeting held.
 - 2.1. If the due date of the task is later than that of the next meeting, then a review of the progress should also be held within the first meeting that follows its expected date of completion.
 - 2.2. This review will consist of attendees asking the member assigned to the task whether completion of the task is on track, and whether additional resources are required.
 - 2.2.1. If the member finds that they may be unable to complete the task by the due date, then they should state this before or during this review. Failure to do so will result in that member bearing full responsibility for any non-completion of the task.

Emergency Meetings

1. Emergency meetings can be called for and held in exceptional circumstances.
 - 1.1. These are less restrictive in both the formality of scheduling, not requiring the schedule to be posted within the group chat or organised within the previous meeting.
 - 1.2. Such exceptional circumstances come from misunderstandings had in previous meetings disallowing members to correctly complete their work, misunderstandings of the work itself requiring a reformatting of the current schedule, or simply falling behind in the schedule requiring reassessment of our goals and deadlines.
2. Acceptable reasoning for absence from emergency meetings is more relaxed due to them usually being called at rather short notice.
 - 2.1. However, acceptable reasoning will vary based on the urgency of the meeting.
3. While meetings generally require involvement of the entire group, emergency meetings may have a smaller roster of team members if only specific team members are required for the discussion.
4. These meetings should still maintain their own minutes.