

## YUCONZ

### Meeting Minutes

Meeting purpose:	Document review [Continuation]
Date:	20190222
Time:	1500-1600 [Extended till 1700]
Location:	Templeman, Group Study Booth 3
Attendees:	Jamie Ghoorbin [JDG23], Marin Donchev [MD485], James Dyer [JD556], Nicholas Salter [NDS8]
Minute taker:	JDG23

Next Steps:	Checkpoint date:	Assigned to:	Due Date:
Portions of documents assigned to each group member.	20190223	JDG23, JD556, MD485, NDS8	20190224
Create disciplinary log	/	JDG23	20190224
Create written disciplinary notice	/	JDG23	20190224

#### Points to discuss next meeting:

- Review changes made as per alterations document.
- Plans for next steps of deliverables.

#### Decisions made: (what, why, impacts)

1. Changes to documents to be noted in the alterations document.
2. Notify updates-discussion Discord channel when starting and finishing alterations of document to avoid modification conflicts.
3. Worklog to be reviewed at the start of meetings.
4. Members to use correct meeting schedule format in Discord channel.

#### Miscellaneous details:

NDS8 left for seminar, work was assigned, and he will be notified via the Discord chat.

#### Discussion:

1. Continued to review group policy document.
2. Reviewed decisions document.
3. Update calendar to make it functional for planning.
4. Utilising the worklog more effectively and ensuring its reviewed at the start of meetings.
5. Meeting schedule format in the Discord channel not adhered to.
6. Review minutes template in future meetings to make it less time consuming.