

Minutes for Coders for Causes

Attendees

Jake Nelson, Alex Emery, Theodore Wilson, Ammar, Jye Dewar, Mark Robson, Nick

Missing: Prem, Raj Sembi(Mid-sem Exam), Frederick

Agenda

- Next week's agenda
- How projects are handled
- How projects are approved
- Decide on the processes for the rest of semester

Notes

- Upon leaving a meeting with a client where do we go?
 - o Projects once screened will be brought to committee in one way or another
 - o More than likely with slack – a separate channel that is locked to committee to discuss and vote on potential projects
- What stage do we contact clients?
 - o Once a project is approved or not approved contact them, be as transparent as possible and inform them that until someone actually accepts the project it may not go anywhere.
- In regards to organizations that wish for urgency in their project, ensure no guarantee be made in regards to getting the project done before a particular date.
- Any projects that are to take place before the next planned 'Project Season' a case by case assessment will be made to decide if a team is willing to take it
- A method for allocation of teams in a fair and reasonable way is necessary, likely a group event towards the end of semester – or in a constant method using slack.
- Improvement of team assignment in future as with a growing club it is something that is very necessary
- Combination of two methods, a whiteboard sit down with everyone and contact through Facebook and email will allow students to take projects and form teams early should they want to.
- Should multiple groups apply for a particular project, it will not be distributed and we will assess each group that applies for the project
- Individuals apply for a project and groups will be formed out of those that go for each project
- Project Announcement:
 - o Ignite mentoring – How many mentors they need for each class and where they would like to go
 - o We will be designing the allocations in order to maximize the preferences, an equal gender balance, a good balance between returning and new mentors.
 - o Project Approved
- Approved project, posted onto Facebook and sent an email informing members of the project
- We need a logo, the sooner the better, however it will be up to everyone to have a look at the potential avenues to get these logos
- BBQ being planned by Alex
- Aim to become PAC affiliated fill out an application and present that, followed by a quick 2 minute brief at the next SOC meeting

Announcements

- Each project that is required to be completed outside of a project season will be assessed on a case by case basis by committee.
- A combination of Facebook posts/emails will inform students of potential projects early. Any unclaimed projects will be addressed at a sit down with all club members and will allow members to form groups and claim projects in that meeting.
- Individuals will submit a formal expression of interest detailing why they would like to and what they can bring to the project, as well as a statement of how confident they are in their ability to work on the project.
- Ignite Mentoring Project – Approved
- Jye will be handling projects once they are approved – Will post to Facebook and sent emails to relevant parties
- PAC affiliation application – Jye, Nick, Mark will be addressed at the next SOC meeting with Theo and Jye
- Will be formalizing the agenda making process so that it can be discussed in full at the next committee meeting
- There will be no meeting next week due to study break

Closing Comments

There will be no meeting next week due to their being study break, agendas will now be formalized and a formal process created for addressing new projects.