Minutes for Coders for Causes

Attendees

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

Missing: Prem (Mid-sem Exam)

Agenda

- What your role is?
- What are the next steps going forward?
- What are you tasks?
- Anything from the AGM?

Notes

- Weekly semi-informal committee meeting, will allow for debriefing and establishing where everyone is with tasks and the like.

- Meeting time established for Thursday 9am weekly

- Slack will be used for discussion, that will allow all members to discuss as a part of the general channel whilst the committee and exec channels will be for people with the appropriate titles

- Everyone needs to have the correct names and an appropriate picture

- Trello will be used for pinning and adjusting tasks that need to be completed by the group

- Communal file storage is now a requirement as well as a one or many club email

- Email service similar to what UCFK is using to allow for universal access to the email, whilst being able to tag who the email is going to and who it should address to people

- Potential idea for a more secure email, will look into later on (Mark's idea)

- Many clubs lose a large amount of information due to poor changeover practices, so we need to work as early as possible to make sure that this is something that is avoided when change-over happens next year.

- Process for adding members to the club is to basically send them through to Jake or Theo and they can add them to the members list.

- Website and Domain – Currently at Codersforcauses.github.io – new domain necessary and cheap at $14 a year

- Projects are not to be for Financial gain, and more specifically should only interact with not-for-profit organizations and charities

- Static Design, and basic web pages are heavily advised to not be considered. This is due to the limited knowledge that they will provide to the students.

- Getting a brochure/poster done will be a high priority that should be completed as soon as possible.

- Make sure that the wording is very clear as to what we are looking to do and how we can help

- Do not approach a company with the wording 'Do you have a project' Take a better approach so they can truly know what we are meant to be doing.

- Carefully figuring out what the project wants and how realistic it is to complete will be something that is very important to taking on projects.

- Get as much information as is necessary to have a clear picture of the project and then we send it to the members as a method to vote on whether they think it is a viable project

- Jake approached guild volunteering about getting the hours credited to our transcript and filtering through projects to us.

- SOC meetings are important and we should ensure that someone on the committee able to attend.

- Applying for grants is a high priority because the money is there to be given away. PAC affiliation is necessary for this

- A club room is not a necessity this semester however for next year it would be an excellent idea

- A bbq needs to be organized – Alex has volunteered

Announcements

- Weekly Meeting for committee (semi-informal)

- Slack will be the team's main forms of communication

- Trello will be used for planning and assigning tasks for the group

- Raj, reach out in regards to emails and what not, should this not happen we will use a free service

- A committee email is to be set up that everyone can access

- How will we enable easy hand-over to a new committee?

    o   Make sure that we have systems in place to enable easy change over and storage of information

- Unless absolutely necessary pass any eager students to jake or theo to confirm membership

- New website and domain name will be established at a club cost of approximately $14 a year the first year and moving up to approximately $20 a year.

- Any projects that are rejected by the club are not to be pursued by any individual member of the club for any sort of monetary gain.

- Most important thing is getting content, and from there we can work on the projects

- Ammar – Make sure to set expectations as early as possible and with as much transparency as possible

- No one project should be filtered out by one person based on content alone

- All items that need to be worked on will be available in **Trello**

Closing Comments

Everyone needs to make sure they are onboard and that we all know what we are doing and why we are doing it. The club culture of helping people, making connections and gaining experience needs to remain in the club even through year to year committee changes.