OpenMinds - meeting minutes

|  |  |
| --- | --- |
| Location: | Discord (Online) |
| Date: | 21st October 2019 |
| Time: | 09:00am VIC/NSW - 10:00am QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M, Adrianna M. |

# Agenda items

1. Review and assess the outline of A3, and discuss the underlying tasks.
2. Discuss and consider delegation of tasks and roles.
3. Discuss any further topics any group member would like to address.

Discusion Notes

The group discussed various elements of assignment three (3) in a generalised sense to familiarise with the outline and requirements.

It was discussed and agreed that a meeting be scheduled for the 22/10/19 to discuss and consider delegation of tasks and roles.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 22/10/19 | Pending |
| Set Agenda Items for next meeting | Group | 22/10/19 | Pending |
| Next Meeting Scheduled | Group | 22/10/19 | Set |