OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 22nd October 2019 |
| Time: | 09:00pm VIC/NSW - 10:00pm 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 the assignment and it was agreed that several sections could be recycled from A2.

Several sections of the assignment were discussed and assigned to each member of the group although it is understood that there is likely to overlapping and therefore members are to remain flexible.

Consignment of specific roles in the context of an actual product/app launch (Tech Startup) was addressed and assigned according team member strengths and interest as follows:

* Founder - Aaron B
* Lead Web Developer - Lachlan
* User Exp/Design - Hire
* Project Director/Management - Carmen W
* Data Science/Analysis - Sean M
* Digital Marketing - Hire
* Liaison Officer - Adrianna M
* I.T. Systems Administrator - Andrew B
* Threat Ops/Ethical Hacker - Hire
* CFO - Hire

It was discussed and agreed the next meeting is to be scheduled for Sat 26/10/19.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 23/10/19 | In Progress |
| Set Agenda Items for next meeting | Group | 26/10/19 | Pending |
| Next Meeting Scheduled | Group | 26/10/19 | Set |
| CreateA3 Google Docs | Aaron B | 23/10/19 | Pending |
| Team Profile - Recycled | Group |  | Complete |
| Team Profile - Group Processes | To be assigned |  | To Be Set |
| Team Profile - Career Plans | To be assigned |  | To Be Set |
| Overview - Topic | To be assigned |  | To Be Set |
| Overview - Motivation | To be assigned |  | To Be Set |
| Landscape and Aim | Sean M |  | To Be Set |
| Plans & Progress | Aaron B & Sean M |  | To Be Set |
| Roles | ADA |  | To Be Set |
| Scopes & Limits | Lachlan S |  | To Be Set |
| Tools & Tech | Aaron B |  | To Be Set |
| Testing | To be assigned |  | To Be Set |
| Timeframe | Carmen W |  | To Be Set |
| Risks | Andrew B |  | To Be Set |
| Group Processes & Comm | To be assigned |  | To Be Set |
| Skills & Jobs | To be assigned |  | To Be Set |
| Feedback | Group |  | To Be Set |
| Group Reflection | Group |  | To Be Set |
| First Draft Completion | Group |  | To Be Set |