OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 26th October 2019 |
| Time: | 11:00am VIC/NSW - 10:00am QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Sean M, Adrianna M.  Lachlan S. |

# Agenda items

1. Review and assess the outline of A3, A4, A5 and discuss the underlying tasks.
2. Discuss Project Description for A3 in further detail (as per ADA’s request).
3. Discuss and consider delegation of tasks is any for A4, A5.
4. Set timeframe and deadlines for A3, A4, A5.
5. Discuss any further topics any group member would like to address.

Discusion Notes

The topic surrounding security and the processes involved should a user (child) be flagged as at risk of abuse or other concerning activities was discussed - as a result it was identified that a child social worker in conjunction with a police liaison officer would need to be incorporated into the team.

A rough timeline was presented to the group as a suggested guide to ensure the submission deadline is met. Time line as follows:

First draft for A3 to be completed by Wed 6th Nov, in preparation for finalisation on the Fri 8th Nov. Start A4 Sat 9th Nov, to have first draft ready the 14th or 15th Nov Fri to allow for finalisation on the 16th Nov and submission of both assessments on the 17th Nov Sun.

It was discussed and identified that the first draft for A5 was due for submission on Sun 3/11/19, therefore on that basis the timeline was adjusted to:

A5 - First Draft Due: 3/11/19

A3 - First Draft Due: 13/11/19

A5 - Finalisation Due: 15/11/19

A3 - Finalisation Due: 16/11/19

A4 - Individual Submission Due: 17/11/19

It was discussed and agreed that Seam M would be delegated the task of writing the script for A5 presentation, Andrew B & Carmen W would collaborate on a rough outline for the storyboard, ADA would be assigned the task of arranging a powerpoint. Further delegation would be assigned to remaining members when available to discuss.

It was suggested the next meeting be scheduled for 29/10/19 - the question would be posted in Discord to arrange.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 26/10/19 | Complete |
| Set Agenda Items for next meeting | Group | 26/10/19 | Pending |
| Next Meeting Scheduled | Group | 26/10/19 | Pending |
| CreateA3 Google Docs | Aaron B | 23/10/19 | Complete |
| 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 |
| A3 First Draft Completion | Group |  | To Be Set |
| A5 Presentation Script | Sean M |  | To Be Set |
| A5 Rough Outline | Andrew & Carmen W |  | To Be Set |
| A5 Presentation Powerpoint | ADA |  | To Be Set |