OpenMinds - meeting minutes

|  |  |
| --- | --- |
| Location: | Discord (Online) |
| Date: | 29th October 2019 |
| Time: | 9:40pm VIC/NSW - 9:40pm QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Sean M, Adrianna M, Lachlan S. |

# Agenda items

1. Review and discuss the outline and ideas for A5 and discuss the underlying tasks.
2. Discuss and consider delegation of tasks is any for A5.
3. Discuss any further topics any group member would like to address.

Discusion Notes

It was discussed and agreed that Seam M and Aaron B would meet and collaborate on the task of arranging and filming the infomercial aspect of the presentation - Andrew B would perform an additional role in this task and arranging filming his part.

It was agreed that Andrew B, Carmen W, & ADA would meet and collaborate on the 02/11/19 at 10am QLD/11am VIC regarding creating the storyboard accompaniment to Sean M’s script. As a complimentary element of A5, ADA would be assigned the task of arranging a powerpoint.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 26/10/19 | Complete |
| Set Agenda Items for next meeting | Group | 02/11/19 | Set |
| Next Meeting Scheduled | Group | 02/11/19 | Set |
| CreateA3 Google Docs | Aaron B | 23/10/19 | Complete |
| Team Profile - Recycled | Group |  | Complete |
| A3 Team Profile - Group Processes | To be assigned |  | To Be Set |
| A3 Team Profile - Career Plans | To be assigned |  | To Be Set |
| A3 Overview - Topic | To be assigned |  | To Be Set |
| A3 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 |
| A3 Testing | To be assigned |  | To Be Set |
| Timeframe | Carmen W |  | To Be Set |
| Risks | Andrew B |  | To Be Set |
| A3 Group Processes & Comm | To be assigned |  | To Be Set |
| A3 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 |  | 02/11/19 |
| A5 Rough Outline | Andrew & Carmen W |  | 02/11/19 |
| A5 Presentation Powerpoint | ADA |  | 02/11/19 |