OpenMinds - meeting minutes

|  |  |
| --- | --- |
| Location: | Discord (Online) |
| Date: | 2nd November 2019 |
| Time: | 10:00am VIC/NSW - 11:00am QLD |
| Attendees:  Absent: | Andrew B, Carmen W, Adrianna M.  Aaron B, Sean M, Lachlan S (Not Required for this meeting). |

# Agenda items

1. Review and discuss the outline and ideas for storyboard.
2. Discuss and consider arrangement of powerpoint component to A5.
3. Discuss any further topics any group member would like to address.

Discusion Notes

A basic storyboard of 6 slides was created and arranged by Carmen W in preparation for meeting - it was accepted as the basis for the powerpoint accompaniment to Sean M’s script. It was agreed ADA would complete the powerpoint component by editing and adding text and additional slides were deemed necessary.

Andrew B, provided technical assistance with MAC/Windows compatibility issues and the conversion of OneNote to PPT to make it accessible and editable for other group members.

| 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 |  | Complete |
| A5 Rough Outline | Andrew & Carmen W |  | Complete |
| A5 Presentation Powerpoint | ADA |  | Complete |