OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 11th November 2019 |
| Time: | 10:15pm VIC/NSW - 9:15pm QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Sean M, Adrianna M.  Lachlan S. |

# Agenda items

1. Review and discuss the remaining underlying tasks that need to be assigned for A3.
2. Discuss and where individual members are unto on individual tasks.
3. Andrew Bonney to discuss video recording component of A5.
4. Discuss any further topics any group member would like to address.

Discusion Notes

The team reviewed the remaining tasks that needed to be delegated, and it was agreed the tasks would be assigned as follows:

* Team Profile - Group Processes - Carmen W
* Tean Profile - Career Plans - ADA
* Overview - Topic & Motivation - Aaron B
* Testing - Andrew B
* Group Processes & Communication - Lachlan S

Andrew B discussed how to complete filming his portion of ‘2Dads 1Computer’ script. Sean M advised to pause 2-3 seconds in between verbal lines to allow for editing.

It was discussed and agreed the group would aim to have first draft completed by Friday 15/11/19.

It was discussed and agreed that Aaron B would be responsible for uploading A5. It has not yet been determined who will be responsible for uploading A3.

It was discussed and agreed the next group meeting will occur on Friday 15/11/19.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 12/11/19 | Complete |
| Set Agenda Items for next meeting | Group | 15/11/19 | Set |
| Next Meeting Scheduled | Group | 15/11/19 | Set |
| CreateA3 Google Docs | Aaron B | 23/10/19 | Complete |
| Team Profile - Recycled | Group | 15/11/19 | Complete |
| A3 Team Profile - Group Processes | Carmen W | 15/11/19 | Pending |
| A3 Team Profile - Career Plans | ADA | 15/11/19 | Pending |
| A3 Overview - Topic | Aaron B | 15/11/19 | Pending |
| A3 Overview - Motivation | Aaron B | 15/11/19 | Pending |
| Landscape and Aim | Sean M | 15/11/19 | Pending |
| Plans & Progress | Aaron B & Sean M | 15/11/19 | Pending |
| Roles | ADA | 15/11/19 | Pending |
| Scopes & Limits | Lachlan S | 15/11/19 | Pending |
| Tools & Tech | Aaron B | 15/11/19 | Pending |
| A3 Testing | Andrew B | 15/11/19 | Pending |
| Timeframe | Carmen W | 15/11/19 | Pending |
| Risks | Andrew B | 15/11/19 | Pending |
| A3 Group Processes & Comm | Lachlan S | 15/11/19 | Pending |
| A3 Skills & Jobs | ADA | 15/11/19 | Pending |
| Feedback | Group | To Be Set | Pending |
| Group Reflection | Group | To Be Set | Pending |
| A3 First Draft Completion | Group | 15/11/19 | Pending |
| A5 Presentation Script | Sean M | 02/11/19 | Complete |
| A5 Rough Outline | Andrew & Carmen W | 02/11/19 | Complete |
| A5 Presentation Powerpoint | ADA | 02/11/19 | Complete |