OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 15th November 2019 |
| Time: | 10:00pm VIC/NSW - 9:00pm QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M, Adrianna M. |

# Agenda items

1. Review and discuss the progression of A3.
2. Discuss and where individual members are up to on individual tasks.
3. Discuss any further topics any group member would like to address.

Discusion Notes

It was discussed and agreed the next group meeting will occur on Sat 16/11/19 at 12pm VIC/1pm QLD.

The progression of A3 was deemed to be on track, and that all team members were essentially on track. ADA requested clarification regarding the ‘Career Plans’ of the team profile element of the assignment - Aaron B, Andrew Bonney & Lachlan S offered their suggestions and interpretation of that section. ADA agreed she would utilise her input from A2 and reconfirm on Sat 16/11/19.

Lachlan S, reposted the GitHub link and instructed for all to upload docs to the ‘Non-website Files’ folder - all agreed.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 15/11/19 | Complete |
| Set Agenda Items for next meeting | Group | 16/11/19 | Set |
| Next Meeting Scheduled | Group | 16/11/19 | 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 | Complete |
| 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 | Complete |
| 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 | Complete |
| 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 |