OpenMinds - meeting minutes

|  |  |
| --- | --- |
| Location: | Discord (Online) |
| Date: | 30th September 2019 |
| Time: | 9:00pm |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M.  Lachlan S (Partially) |

# Agenda items

1. Results of Assignment 1 if received.
2. Discuss ‘Group Required Skill Set’ as per assignment 2 instructions - if A1 results received.
3. Review Burning Glass Data (PDF’s via Canvas) - if A1results received.
4. Privacy Requirements RE: A2 interview. Date set for 3/10/19 to conduct interview.

Discusion Notes

No results of Assignment 1 were received, as such it was discussed and agreed that the group would wait till Wed (2/10/19) then proceed to complete relevant sections of A2 without assessment of feedback.

It was agreed to use an alias and avoid naming companies in relation to the interviewee to avoid privacy breach issues (confirmed by Anthony via email).

It was decided that an addition chat within Discord would be created and used as a depository for project ideas of which the group would review and assess, making a selection by Fri (4/10/19).

The concept of an interactive bot/app designed to monitor and assess users’ with mental health conditions was presented for the group to consider as the group project. It was agreed that the group continue to discuss this idea in addition to any other ideas presented before Fri (4/10/19).

It was agreed an additional meeting be held via Discord on Sat (5/10/19) at 10am.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 01/10/19 | Complete |
| Group Website Blueprint | Lachlan S |  | In progress |
| Set Agenda Items for next meeting | Group | 02/10/19 | In progress |
| Next Meeting Scheduled | Group | 02/10/19 | Set |
| Team Profile - Sections 1, 2 | Aaron | 02/10/19 | In progress |
| Team Profile - Sections 1, 2 | Andrew B | 02/10/19 | In progress |
| Team Profile - Sections 1, 2 | Lachlan S | 02/10/19 | In progress |
| Team Profile - Sections 1, 2 | Sean M | 02/10/19 | In progress |
| Interview Questions | Carmen W | 02/10/19 | In progress |
| Group Mission Statement | Carmen W | 28/09/19 | Complete |
| Group Project Selection | Group | 04/10/19 | Pending |
| First Draft Completion | Group | 10/10/19 | In progress |