OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 11th October 2019 |
| Time: | 09:00am VIC/NSW - 10:00am QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M, Adrianna M. |

# Agenda items

1. Review and assess the progress of A2, and determine the status of each task/delegation.
2. Review and assess the progress of each member’s remaining elements to be completed.
3. Does any team member require any further assistance.
4. Discuss any further topics any group member would like to address.

Discusion Notes

The group discussed the remaining elements that needed to be completed by each member, and agreed to have these items completed by Sat 12/10/19 for final review and editing if required.

It was confirmed that the Referencing is to be consolidate into one list, Feedback & Group Reflection is not included in the webpage, but in the PDF only, Assignment marking - shared mark, but can be affected by individual feedback.

It was agreed that each member would upload their individual work/tasks to the GitHub Repository in preparation to start embedding in coding, and to display the shared work load within the group.

A minor amendment was made to the ‘Feedback/Group Reflection’ element of the assignment, and agreed that Lachlan be assigned a slightly higher overall percentage due to his exceptional webpage building skills. The group unanimously agreed to this amendment.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 13/10/19 | Complete |
| Group Website Blueprint | Lachlan S | 02/10/19 | Complete |
| Set Agenda Items for next meeting | Group |  | Pending |
| Next Meeting Scheduled | Group | 20/10/19 | Set |
| Team Profile - TestOutcomes | Aaron | 8/10/19 | Complete |
| Team Profile - TestOutcomes | Andrew B | 08/10/19 | Complete |
| Team Profile - TestOutcomes | Carmen W | 02/10/19 | Complete |
| Team Profile - TestOutcomes | Lachlan S | 08/10/19 | Complete |
| Team Profile - TestOutcomes | Sean M | 08/10/19 | Complete |
| Team Profile - TestOutcomes | ADA | 08/10/19 | Complete |
| Interview Questions | Carmen W | 03/10/19 | Complete |
| Group Mission Statement | Carmen W | 28/09/19 | Complete |
| Group Project Idea Selection | Group | 05/10/19 | Complete |
| Post Aus Burning Data Links for ADA | Sean M | 06/10/19 | Complete |
| Psychologist Questions | ADA | 07/10/19 | Complete |
| Group Required Skill Set & Burning Data Analysis | ADA | 11/10/19 | Complete |
| First Draft Completion | Group | 12/10/19 | Complete |
| Write up Project Idea description | Arron B & Sean M | 11/10/19 | Complete |