OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 2nd October 2019 |
| Time: | 9:00pm |
| Attendees:  Absent: | Andrew B, Carmen W, Lachlan S, Sean M.  Aaron B. |

# Agenda items

1. Results of Assignment 1 if received.
2. Reviewed interview questions.

Discusion Notes

No results of Assignment 1 were received, as such it was discussed and agreed that the group would then proceed to complete relevant sections of A2 without assessment of feedback.

Reviewed interview questions - approved to proceed with interview scheduled for 3/10/19.

It was decided that an addition GoogleDocs page would be created to deposit content to be submitted as the PDF component of A2.

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

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 02/10/19 | Complete |
| Group Website Blueprint | Lachlan S | 02/10/19 | Complete |
| Set Agenda Items for next meeting | Group | 02/10/19 | Complete |
| Next Meeting Scheduled | Group | 05/10/19 | 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 | Carmen W | 02/10/19 | Complete |
| 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 | Complete |
| Group Mission Statement | Carmen W | 28/09/19 | Complete |
| Group Project Idea Selection | Group | 04/10/19 | Pending |
| First Draft Completion | Group | 10/10/19 | In progress |