OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 5th October 2019 |
| Time: | 10:00am |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M, Adrianna M. |

# Agenda items

1. Results of Assignment 1 if received.
2. Uploading interview questions to GitHub
3. Ideas for Group Project
4. Assign component to sixth member
5. Set further deadlines remaining section of team profile.

Discusion Notes

It was discussed and agreed the group would proceed with the remaining sections of the team profile without waiting for assessment feedback to avoid further delays.

It was suggested by Lachlan to upload the interview audio to OneDrive via student email as the audio file is in excess of the GitHub file limits.

It was discussed and agreed, that Psychologist/Questions would be assigned to ADA/Adrianna. It was also agreed that ADA be delegated the task of arranging and analysing the group’s ‘Required Skill Set’ and compare to the burning data analysis.

It was agreed the group will meet via Discord Sunday (06/10/19) 9pm to review the psychologist element of the project idea with ADA.

It was agreed the group will meet again Tues (08/10/19) to finalise the Team Profile element of the group project and proceed with the Project Idea and other areas of the assignment.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 05/10/19 | Complete |
| Group Website Blueprint | Lachlan S | 02/10/19 | Complete |
| Set Agenda Items for next meeting | Group | 05/10/19 | Complete |
| Next Meeting Scheduled | Group | 06/10/19 | Set |
| Team Profile - Sections 2, 3 | Aaron | 8/10/19 | In progress |
| Team Profile - Sections 2, 3 | Andrew B | 08/10/19 | In progress |
| Team Profile - Sections 2, 3 | Carmen W | 02/10/19 | Complete |
| Team Profile - Sections 2, 3 | Lachlan S | 08/10/19 | In progress |
| Team Profile - Sections 2, 3 | Sean M | 08/10/19 | In progress |
| Team Profile - Sections 2, 3 | ADA | 08/10/19 | In progress |
| 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 | 05/10/19 | Pending |
| Psychologist Questions | ADA | 06/10/19 | In Progress |
| Group Required Skill Set & Burning Data Analysis | ADA | 09/10/19 | In progress |
| First Draft Completion | Group | 10/10/19 | In progress |