OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 27th September 2019 |
| Time: | 9:00pm |
| Attendees: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M |

# Agenda items

1. Overview of assignment 2 - clarify each section and individual/ pair allocation if any.
2. Set a time frame for each section and underlying tasks to be completed.
3. Discuss ‘Group Required Skill Set’ as per assignment 2 instructions
4. Review Burning Glass Data (PDF’s via Canvas)
5. Feel free to add any items you believe need to be discussed…

Discusion Notes

Our ideal jobs collectively so far:

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| Aaron B | Business Analyst |
| Andrew B | Senior Systems Administrator |
| Carmen W | Graduate Paraplanner |
| Lachlan S | Mid Level Net Developer |
| Sean M | ? |

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Group Name | Aaron B | 25/09/19 | Complete |
| Group GitHub Repository | Andrew B | 25/09/19 | Complete |
| Creat Google Drive | Aaron B | 25/09/19 | Complete |
| Minutes | Carmen W | 27/09/19 | Complete |
| Group Website Blueprint | Lachlan S |  | To be set |
| Set Agenda Items for next meeting | Group | 27/09/19 | In Progress |
| Team Profile Individual Paragraph(s) | Group | 30/09/19 | To be set |