OpenMinds - meeting minutes

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

# 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)

Discusion Notes

It was discussed and agreed that the next meeting be held on Monday 30th Sep, 2019 at 9:00pm (via discord) - to review assignment 1 assessment/feedback and set deadline for ‘Team Profile - Ideal Jobs and Industry’ (Data Burning Glass Data): Sections 4, 6.

The additional deadlines were set for the for: Team Profile - Personal Information/Test Outcomes: Sections 2, 6. First draft completion. *Dates set below in Action Items*.

It was discussed and agreed the 'Quality Audit and Risk Manager’ would be selected as the interviewee.

It was discussed and agreed that Carmen would be allocated the facilitation of the interview as all four I.T. Technology topics have been assigned to group members.

It was discussed and agreed that the group as a whole would attempt to retrieve and utilise Australian statistical data for the ‘Burning Glass Data’ element of the project.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 27/09/19 | Complete |
| Group Website Blueprint | Lachlan S |  | In progress |
| Set Agenda Items for next meeting | Group | 27/09/19 | Complete |
| Next Meeting Scheduled | Group | 30/09/19 | 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 | 07/10/19 | In progress |
| First Draft Completion | Group | 10/10/19 | In progress |