OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 8th October 2019 |
| Time: | 09:30pm VIC/NSW - 8:30pm QLD |
| Attendees:  Absent: | Aaron B, Andrew B, Carmen W, Lachlan S, Sean M, Adrianna M. |

# Agenda items

1. Discuss how the group will write/delegate/complete 500+ word limit of the project idea element of the assignment.
2. Review and assess the progress of A2, and determine the status of each task/delegation.
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 reviewed the psychologist questions for the group project idea prepared by ADA - the questions were approved with only minor adjustments.

The group briefly discussed the Burning Glass Data/Group Required Skill set and what is entailed in this element of the group project.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 07/10/19 | Complete |
| Group Website Blueprint | Lachlan S | 02/10/19 | Complete |
| Set Agenda Items for next meeting | Group | 06/10/19 | Complete |
| Next Meeting Scheduled | Group | 08/10/19 | 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 | 06/10/19 | Complete |
| 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 |