OpenMinds - meeting minutes

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| Location: | Discord (Online) |
| Date: | 9th 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 briefly discussed the Burning Glass Data/Group Required Skill set and what is entailed in this element of the group project - it was agreed ADA and Carmen would meet the following day to discuss in further detail.

It was discussed and agreed that the group would alter each member’s Test Outcome description in the ‘Team Profile’ section to match ADA’s format, and condense each member’s profile to one paragraph each.

The group addressed how to delegate and complete the task of writing 500+ Project idea description. Aaron B nominated himself and Sean M to complete this section - all members agreed.

The group discussed the ‘Feedback/Group Reflection’ element of the assignment, and agreed that the assignment/tasks had been distributed relatively evenly and that no team member was particularly happy to take additional credit per share. Overall the group consensus was positive and in agreeance that we had worked collectively and productively.

The group wanted further clarification on the following points: Referencing - to segregate or consolidate into one list, Feedback & Group Reflection - to include in webpage or not, Assignment marking - shared mark, or based off of individual feedback. It was agreed that Carmen would email the subject lecturer (Anthony) to clarify and forward to the group.

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Minutes | Carmen W | 09/10/19 | Complete |
| Group Website Blueprint | Lachlan S | 02/10/19 | Complete |
| Set Agenda Items for next meeting | Group |  | Pending |
| Next Meeting Scheduled | Group |  | Pending |
| Team Profile - Sections 2, 3 | Aaron | 8/10/19 | In progress |
| Team Profile - Sections 2, 3 | Andrew B | 08/10/19 | Complete |
| Team Profile - Sections 2, 3 | Carmen W | 02/10/19 | Complete |
| Team Profile - Sections 2, 3 | Lachlan S | 08/10/19 | Complete |
| Team Profile - Sections 2, 3 | Sean M | 08/10/19 | Complete |
| Team Profile - Sections 2, 3 | ADA | 08/10/19 | Complete |
| 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 | 07/10/19 | Complete |
| Group Required Skill Set & Burning Data Analysis | ADA | 11/10/19 | In progress |
| First Draft Completion | Group | 10/10/19 | In progress |
| Write up Project Idea description | Arron B & Sean M | 11/10/19 | In progress |