

Monash Consulting Pty. Ltd.
IT Department Inter-departmental Liaison Committee

Meeting Agenda

Meeting no 02/2020 is to be held on Friday the 21st August 2020 at 14:00 via Zoom.

Chair: Andrew Junor, Manager, IT

Minutes taker: Jason Siu, Business Analyst, IT

Item No.	Item		Speaker
0	Confirmation of agenda		Chair
1	Welcome Chris Westinghouse, Manager, Human Resources		Chair
2	Apologies		Chair
3	Confirmation of Minutes of the previous Meeting 01/2020, held on Thursday the 28 th February 2020.		Chair
4	Business arising from the previous minutes None.		Chair
5	Agenda items for this meeting		
5.1	Chair's report		Chair
5.2	Google Drive training sessions for Finance Team		
	5.2.1	Format and logistics	ALL
	5.2.2	Staff allocation	ALL
6	Other business		
7	Items for future meetings		
8	Next meeting Friday the 27th of November 2020 at 14:00 via Zoom.		

Distribution:

- IT Department staff
- Chris Westinghouse, Manager, Human Resources (for this meeting only)

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Monash Consulting Pty. Ltd.
IT Department Inter-departmental Liaison Committee

Meeting Minutes

Meeting no 02/2020 was held on Friday the 21st August 2020 at 14:00 via Zoom.

Chair: Andrew Junor, Manager, IT

Minutes taker: Jason Siu, Business Analyst, IT

Quorum: The chairperson declared that quorum is met.

Attendees: Andrew Junor, Damien Gleeson, Jamie Clark, Arya Bie, Daniela McGivern, Chris Westinghouse, Josh Akerstein, and Jason Siu

Item No.	Item	Speaker
0	Confirmation of agenda A proposal was confirmed the agenda as distributed was moved by Daniela McGivern, seconded by Jamie Clark. The proposal was voted unanimously in favour, and the agenda was confirmed.	Chair
1	Welcome The Chair welcomed Chris Westinghouse, Manager, Human Resources, to the meeting.	Chair
2	Apologies An apology from Natalie Whitegoods, Tam Nguyen, Steve Shahbasi was noted.	Chair
3	Confirmation of Minutes of the previous Meeting 01/2020, held on Thursday the 28th February 2020. A proposal to vote for confirmation of the minutes without change was moved by Jamie, seconded by Josh. The minutes from Meeting 01/2020 were then confirmed unanimously by the Committee.	Chair
4	Business arising from the previous minutes None.	Chair
5	Agenda items for this meeting	
5.1	Chair's report -A review about the committee's contribution/activities to the firm's professional development activities is needed. -Training sessions or workshops could be held to train other staff	Chair
5.2	Google Drive training sessions for the Finance Team	

	5.2.1	<p>Format and logistics</p> <p>- Format: Due to the CONVID-19 situation, it was suggested that Session of Google drive training is held via Zoom, which are to be done within 1 or 2 hours.</p> <p>- Timing : it was suggested that in order to avoid the school holiday in September, the proposed training sessions be held in the month of late October.</p> <p>- Resolution: Training sessions will be held for the finance department via Zoom in late October.</p> <p>As a result of discussion, a motion to vote for the following resolution was proposed by Jamie, seconded by Damian. Motion passed unanimously.</p>	ALL
	5.2.2	<p>Staff allocation</p> <p>- Role: The main contact between the IT department and Finance sector is needed to coordinate the project in which Jamie acts as the liaison.</p> <p>- Resolution: Jamie would be the facilitator for the project whose role is to keep both department and sector up to date with the progress.</p> <p>As a result of the discussion, a motion to vote for the following was proposed by Jamie, seconded by Daniela. Motion passed unanimously by the Committee.</p>	ALL
6	<p>Other business</p> <p>None.</p>		
7	<p>Items for future meetings</p> <p>Progress and Outcome of the training</p> <p>Consideration for future trainings</p> <p>-In future meetings, a catchup on progress will be held for evaluation on the outcomes of the training mentioned.</p> <p>-After reevaluating the outcomes of the training sessions, the proposal of future training could include the improvements.</p>		
8	<p>Next meeting</p> <p>Friday the 28th of October 2020 at 14:00, on Zoom.</p>		

Distribution:

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- Chris Westinghouse, Manager, Human Resources (for this meeting only)