

Monash Consul+ng Pty. Ltd.

IT Department Inter-departmental Liaison Commi<ee

Mee+ng Agenda

Mee#ng 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 Conﬁrma+on of agenda Chair

1 Welcome

Chris Wes#nghouse, Manager, Human Resources

Chair

2 Apologies Chair

3 Conﬁrma+on of Minutes of the previous Mee+ng 01/2020, held on Thursday the 28th February 2020. Chair

4 Business arising from the previous minutes

None.

5 Agenda items for this mee+ng

Chair

5.1 Chair’s report Chair

5.2 Google Drive training sessions for Finance Team

5.2.1 Format and logis#cs ALL

5.2.2 Staﬀ alloca#on ALL

6 Other business

7 Items for future mee+ngs

8 Next mee+ng

Friday the 27th of November 2020 at 14:00 via Zoom.



Distribu#on:

● IT Department staﬀ

● Chris Wes#nghouse, Manager, Human Resources (for this mee#ng only)

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Monash Consul+ng Pty. Ltd.

IT Department Inter-departmental Liaison Commi<ee

Mee+ng Minutes

Mee#ng 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.

A[endees: Andrew Junor, Damien Gleeson, Jamie Clark, Arya Bie, Daniela McGivern, Chris Wes#nghouse, Josh Akerstein, and Jason Siu

Item No.

Item Speaker

0 Conﬁrma+on 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.

1 Welcome

The Chair welcomed Chris Wes#nghouse, Manager, Human Resources, to the mee#ng.

2 Apologies

An apology from Natalie Whitegoods, Tam Nguyen, Steve Shahbasi was noted.

3 Conﬁrma+on of Minutes of the previous Mee+ng 01/2020, held on Thursday the 28th February 2020.

A proposal to vote for conﬁrma#on of the minutes without change was moved by Jamie, seconded by Josh. The minutes from Mee#ng 01/2020 were then conﬁrmed unanimously by the Commi[ee.

4 Business arising from the previous minutes

None.

5 Agenda items for this mee+ng

5.1 Chair’s report

-A review about the commi[ee’s contribu#on/ac#vi#es to the ﬁrm’s professional development

ac#vi#es is needed.

-Training sessions or workshops could be held to train other staﬀ

5.2 Google Drive training sessions for the Finance Team

Chair

Chair

Chair

Chair

Chair

Chair



5.2.1 Format and logis#cs

- Format: Due to the CONVID-19 situa#on, it was suggested that Session of Google drive training is held via Zoom, which are to be done within 1 or 2 hours.

- 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.

- Resolu#on: Training sessions will be held for the ﬁnance department via Zoom in late October.

As a result of discussion, a mo#on to vote for the following resolu#on was proposed by Jamie, seconded by Damian. Mo#on passed unanimously.

5.2.2 Staﬀ alloca#on

- Role: The main contact between the IT department and Finance sector is needed to coordinate the project in which Jamie acts as the liaison.

- Resolu#on: Jamie would be the facilitator for the project whose role is to keep both department and sector up to date with the progress.

As a result of the discussion, a mo#on to vote for the following was proposed by Jamie, seconded by Daniela. Mo#on passed unanimously by the Commi[ee.

6 Other business

None.

7 Items for future mee+ngs

Progress and Outcome of the training Considera#on for future trainings

-In future mee#ngs, a catchup on progress will be held for evalua#on on the outcomes of the training men#oned.

-Acer reevalua#ng the outcomes of the training sessions, the proposal of future training could include the improvements.

8 Next mee+ng

Friday the 28th of October 2020 at 14:00, on Zoom.

Distribu#on:

● IT Department staﬀ

● Chris Wes#nghouse, Manager, Human Resources (for this mee#ng only)

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ALL

ALL