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| **Agenda** |
| **Team Name:** Group 2 |
| **Team members:** |
| Kennedy Kipchumba - S84967  Nimanthi Wanniarachchige - S84819  Brian Koima - S84922  Evans Kirwa - S84790  Yiu Wing Kwok, Stan - S84289  Rubina Sedai – S85811  **Meeting Place and Time:** 15th April 2025,Room 505, CIC campus |
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| **Approval of minutes of previous meeting** |
| **Objectives of the meeting:**   * Discussion on of the Progress Report   (Submission deadline:End of Week 4 at mid-night Sunday (20/4/2025) |
| **Any other business:** |
| **Schedule next meeting**   * 29-Apr in the class |

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| **Minutes** | | |
| Team Name: Group 2 | | |
| Attendees: Evans, Stan, Rubina | | |
| Apologies: Nimanthi, Kennedy, Brian | | |
| Items | Notes | Action items and deadlines |
| Present/ Welcome |  |  |
| Discussion/ decision:  1. Recap Milan’s advice  2. Details of the Progress Report | Milan’s advice on our project: (meeting with Kennedy on 14-Apr)  1. The group to propose a date in Week 10 so that we shall have good time to plan for the event.  2. The number of students who will attend the event should be 30-50. Included current students and alumni.  3. The school budget normally on events is $100.  4. For the alumnis, we need to first find them on Linkedin or School Insta Page and find those still in Melbourne and willing to attend the event. Should we find a good number of them, we can seek Milan’s input in accessing the contacts from our list. According to him, be only has two alumni he can share with us.  5. For the event, we need to design the newsletters or flyers. Milan will help to distribute to our fellow students once ready.  ------------------------------------------------------------  Regarding Milan’s feedback, here are some details   1. Proposed date of the event: Select one day from 2-Jun to 6-Jun (Week 10) 2. Proposed date of Focus group interview 6th-May (Week 6) 3. The objective of the interview:  * Understanding the issues students are most worried about after graduation * What information students are most interested in the alumni event * Define the topic for the Alumni Event, which is essential for us to invite the guest speakers * Investigate why current students do not engage with the existing CIC's alumni association   \*Every interviewee must sign consents form (template provided by CIC) | -----------------------------------  1.A breakdown structure of event details for project management  **– by Ken and Evan**  2. Prepare a contact list through Linkedin, then pass Milan to further approved:  Review own connection  **- all members**  From Linkedin  **- by Stan**  3.Brainstorm and share the questions for the focus group, finalise it by next week (wk5)  **– all members** |
| Meeting closed |  |  |
| Next meeting | 29-Apr in the class |  |
| Minutes prepared by \_\_\_\_\_\_\_\_\_\_\_\_Stan Kwok\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) | | |