

# Group Meeting #1

**Date** 4 March 2015  
**Time** 12:00 pm  
**Location** Roopak's Office - WT408

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## **Attendees**

Jason Gerbes, Joshua Son, Paul Lee, Sean Young, Roopak Sinha.

## **Minutes Recorder**

Jason Gerbes.

## **Absences**

None.

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## **Meeting Agenda**

- Introduction of the group members.
  - Meeting group supervisor - Roopak Sinha
  - Discuss project scope in broad terms
  - Plan next steps for the project
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### **1. Approval of minutes of the last meeting**

- 1.1. There are no previous minutes as this is the first meeting.
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### **2. Discussion of Project Development**

- 2.1. Group meetings with the supervisor will take place weekly on Wednesdays at 12 pm.
  - 2.2. The group may have additional meetings on Wednesday or Friday afternoons.
  - 2.3. A supervised meeting with the client (Luminary Technologies) will take place next week.
  - 2.4. The group discussed their understanding of the project, as explained in the project prospectus distributed to BCIS students.
  - 2.5. Luminary Promotions have not previously completed a project with AUT.
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### **3. Meeting Arrangements**

- 3.1. Jason is to arrange a meeting with Luminary Promotions for next week. Wednesday is a preferred day. He will communicate this with the group.
  - 3.2. Jason is to share contact information of the group on the group Facebook page.
  - 3.3. Jason will add Roopak to the group Facebook page.
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### **4. Adjournment of Meeting**

- 4.1. There being no other business, the meeting was adjourned at 12:30 pm.
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### **5. Next Meeting**

**Date** 11 March 2015  
**Time** 12:00 pm  
**Location** To be decided.

The group will meet the client (Luminary Promotions) next meeting. The meeting time, date and location will be arranged by Jason. Roopak can book a room for the meeting if needed.

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