

# Group Meeting #8

**Date** 25 March 2015

**Time** 09:00 am - 10:00 am & 2:00 pm - 3:00 pm

**Location** WT BCIS Project Room - WT505

---

## **Attendees**

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

## **Minutes Recorder**

Jason Gerbes.

## **Absences**

None.

---

## **Meeting Agenda**

- Discuss proposal presentation. Assign sections to group members.
  - Final proofread of proposal document.
  - Print proposal document.
- 

### **1. Approval of minutes of the last meeting**

- 1.1. The group is in agreement that the minutes of the last meeting are an accurate record.
- 

### **2. Discussion of Project Development**

- 2.1. Jason has created a final draft of the project proposal document.
  - 2.2. Paul and Josh have proofread the document.
  - 2.3. Paul has created slides for the presentation.
  - 2.4. A final proofread of the proposal document was completed by all members of the group. The document was then printed in triplicate for the presentation.
  - 2.5. Sections of the proposal presentation were assigned to each group member.
- 

### **3. Meeting Arrangements**

- 3.1. Jason is to have the proposal document printed by Print Sprint.
  - 3.2. Paul is to make agreed changes to the slideshow.
  - 3.3. Each member needs to memorise their section of the presentation.
  - 3.4. The project proposal presentation will commence at 3:30 pm. All members of the group must attend.
- 

### **4. Adjournment of Meeting**

- 4.1. The meeting was adjourned at 10:00 am and will recommence at 2:00 pm.
  - 4.2. There being no other business, the meeting was adjourned at 03:00 pm.
- 

### **5. Next Meeting**

**Date** To be decided.

**Time** To be decided.

**Location** To be decided.

We will meet with Ahmed to discuss the project proposal document. This meeting will take place following the approval of the proposal.

---