






# 9/6/22 Code of Conduct (CoC) Revision Discussion

 Participants	
 Created By	
 Type	Minutes of Meeting
 Created	@June 9, 2022 9:01 PM
 Last Edited Time	@June 22, 2022 5:27 PM

## Timestamp

9 June 2022 9:02pm

## Total Time

1 hour 5 minutes

## Location

Zoom

## Attendees

- Marabel
- Gabriel
- Ezra
- Darma (Late by 8 minutes)
- Henry (Late by 6 minutes)

## Agenda Details

**Presented By:** Marabel

### Agenda Topic:

- Revise Code of Conduct document

# **Discussion Details**

## **Topic 1: Meeting Introduction**

**Opened By: Nil**

**Location: Zoom**

### **Discussion Points:**

Ezra shares his screen for the team to view the new changes made during the meeting.

Marabel states that she will write the Minutes of Meeting for this discussion.

## **Topic 2: Event 1 of the CoC**

**Opened By: Marabel**

**Location: Zoom**

### **Discussion Points:**

Marabel discusses what is required to be rewritten as suggested by the teacher. Marabel gives an example for 'Action 1' of Event 1. Ezra write this down in the document.

Gabriel suggests that for 'Action 2', we should provide a warning and for 'Action 3', we should report it to the teacher. Ezra, Darma and Marabel agree on this note.

## **Topic 3: Event 2 of the CoC**

**Opened By: Ezra**

**Location: Zoom**

### **Discussion Points:**

Ezra gives his suggestion for 'Action 1' and writes it down.

After a brief discussion with Gabriel, Ezra moves his suggestion for 'Action 1' to 'Action 2'.

Marabel gives a suggestion replacement for 'Action 1' and Ezra writes this down.

Ezra and Gabriel both contribute to 'Action 3'.

## **Topic 4: Event 3 of the CoC**

**Opened By: Ezra**

**Location: Zoom**

### **Discussion Points:**

Ezra writes his suggestion for Actions 1, 2 and 3. Darma provides his suggestion for 'Action 1' and Ezra adds this in in addition to his suggestion for 'Action 1'.

## **Topic 5: Event 4 of the CoC**

**Opened By: Darma**

**Location: Zoom**

### **Discussion Points:**

Darma provides his suggestion for 'Action 1'. Marabel also provides a suggestion for 'Action 1'. Ezra writes Marabel's suggestion for 'Action 1'.

Ezra writes his suggestion for Action 2 and 3.

## **Topic 6: Event 5 of the CoC**

**Opened By: Ezra**

**Location: Zoom**

### **Discussion Points:**

Ezra, Darma and Gabriel make a joke suggestion for 'Action 1'. Ezra then write his suggestion for 'Action 1'.

Henry provides his suggestion for 'Action 2' and 'Action 3'.

Gabriel provides his suggestion for 'Action 2'.

Ezra rewrites his suggestion for 'Action 1' and Marabel agrees.

Ezra writes Henry's suggestion for Action 2 and 3

## **Topic 7: Event 6 of the CoC**

**Opened By: Ezra**

**Location: Zoom**

### **Discussion Points:**

Ezra provides his suggestion for 'Action 2'. Marabel asks Ezra if his suggestion will solve the issue raised by Event 6. Ezra explains his reasoning for his suggestion. Marabel provides an alternative answer. Gabriel also provides his suggestion. Marabel also asks Gabriel how his suggestion will solve the issue.

## **Miscellaneous 1**

A short break is taken from the meeting due to Ezra's zoom account being limited to 40 minutes per meeting. Ezra ends the meeting and Gabriel creates a new meeting room to continue discussions. Gabriel shares his screen for the meeting this time.

## **Topic 7: Event 6 of the CoC (Cont)**

### **Discussion Points:**

Darma and Ezra both suggests an idea respectively.  
Gabriel replaces 'Action 1' with his own suggestion.

## **Topic 8: Event 7 of the CoC**

**Opened By: Gabriel**

**Location: Zoom**

### **Discussion Points:**

Gabriel writes his suggestion for 'Action 1' and asks if everyone is ok with his suggestion. Darma, Ezra and Marabel agree.

Ezra, Gabriel, Marabel and Darma each provide their suggestions for Action 2 and 3. Gabriel takes Darma's suggestion and writes them for Action 2 and 3. Gabriel then

asks the team if everybody agrees with what is written. Marabel, Ezra, Henry and Darma agree.

## **Topic 9: CoC Signoff**

**Opened By: Gabriel**

**Location: Zoom**

### **Discussion Points:**

Gabriel asks if he could write our name instead for the sign off as online signing might be difficult. Ezra, Darma and Marabel agree.

Darma suggests Gabriel to change the date of the document. Gabriel updates the date of the document.

Below is the final document from the meeting:

[https://s3-us-west-2.amazonaws.com/secure.notion-static.com/2667001d-3c32-4a1e-b610-4a197173648e/Group\\_pre-action\\_plan\\_2.docx](https://s3-us-west-2.amazonaws.com/secure.notion-static.com/2667001d-3c32-4a1e-b610-4a197173648e/Group_pre-action_plan_2.docx)

## **Topic 10: CoC Cleaning**

**Opened By: Marabel**

**Location: Discord**

### **Discussion Points:**

On Discord, Marabel requests to clean the document before submission. Marabel sends a cleaned version of the document to the team. Gabriel agrees. No objections were raised by the team.

Below is the cleaned document.

[https://s3-us-west-2.amazonaws.com/secure.notion-static.com/8c4daa73-7b3c-49f6-86a9-d7b9b426ad61/Group\\_pre-action\\_plan\\_2\\_cleaned.docx](https://s3-us-west-2.amazonaws.com/secure.notion-static.com/8c4daa73-7b3c-49f6-86a9-d7b9b426ad61/Group_pre-action_plan_2_cleaned.docx)

## **Meeting Conclusion**

### **Shared Agreements**

Henry, Gabriel, Ezra, Darma and Marabel agree on what is written in the document.