

Gary

CITS3200 PROFESSIONAL COMPUTING

MEETING # 1

Time: 6:30pm

Date: 23/07/2024

Venue: Discord (Online)

Tasks	Sub-tasks
Report	N/A – First meeting
Discussions/ Clarifications	<ul style="list-style-type: none">• Introductions• Any other roles that need to be elected beyond Minute taker and Proj. Manager<ul style="list-style-type: none">o E.g: Client Liase Officer?
To Do	<ul style="list-style-type: none">• Elections<ol style="list-style-type: none">1. Minute taker (ASAP)2. Project Manager• Team Name• Discuss and create decision-making process<ul style="list-style-type: none">o Style: Centralised vs Decentralised decision making?o Team Lead primacy(?)• Set operating guidelines:<ul style="list-style-type: none">o (As outlined in sheet)o attendanceo timelinesso time and placeo basic courtesieso breaks & interruptionso guidelines for unexpected happenings and various

	behaviours <ul style="list-style-type: none"> • Decide priority of projects
Next Meeting	<ul style="list-style-type: none"> • Set Time, Date and Venue • Outline reports needed for next meeting <ul style="list-style-type: none"> o Who taking care of such reports