

## Minutes of Meeting 2 held 26/07/2024

### Present:

- Oliver John Dean <[21307131@student.uwa.edu.au](mailto:21307131@student.uwa.edu.au)>
- William Forrest Stewart van den Wall Bake <[23086983@student.uwa.edu.au](mailto:23086983@student.uwa.edu.au)>
- Shashwat Abrol <[23482415@student.uwa.edu.au](mailto:23482415@student.uwa.edu.au)>
- Connor James Fernie <[23443143@student.uwa.edu.au](mailto:23443143@student.uwa.edu.au)>

### Apologies:

- Ciaran David Petrus Engelbrecht <[23169641@student.uwa.edu.au](mailto:23169641@student.uwa.edu.au)>
- William Sydney Lodge <[22980141@student.uwa.edu.au](mailto:22980141@student.uwa.edu.au)>

**Opened:** 12:15pm

**Venue:** CCZ Audio Visual Room

### Item 1.1: Initial General Admin.

Group accepts minutes from previous meeting unanimously

**Moved:** Will

**Seconded:** Oliver

### Item 1.2: Email to Client

The Group resolves to send the following text to the client via Project Manager email account:

*Dear Dr. Parsons,*

*I hope this message finds you well.*

*My name is William, and I am reaching out to introduce myself as Project Manager of the team from the Professional Computing Unit working on the Global Mobility and Climate Vulnerabilities project. We are excited about the opportunity to contribute to this important initiative and are eager to discuss how we can work on the project's objectives.*

*Could you please let us know your availability for a meeting to discuss our involvement and next steps?*

*Thank you, and I look forward to your response.*

*William van den Wall Bake,  
on behalf of CITS3007\_38 Team*

**Moved:** Shashwat

**Seconded:** Connor

### General Discussions:

- Discussion time sheet and hours
- Get in contact with client
- Establish Project Requirements
- Push back Discussions on project allocation and reporting

### **Item 1.3: Next Meeting**

Next meeting at 11am Monday lecture next week, with actually doing dual online properly by having people on laptop

Resolves to setup a recurring weekly meeting Oliver actions booking that in. Time of weekly meeting to be finalised by end of next meeting.

**Moved:** William

**Seconded:** Oliver

**Closed:** 12:48pm

#### **Action items:**

##### **Oliver:**

- Look into how to book a recurring meeting time for a in person and weekly meeting; Time of recurrence TBA via discord

##### **William:**

- Put together minutes for meeting 2.1