

Group Meeting #1

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

Attendees

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

Minutes Recorder

Jason Gerbes.

Absences

None.

Meeting Agenda

- Introduce the group members.
 - Meet the 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 last meeting

- 1.1. There are no previous minutes as this is the first meeting.
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2. Status of prior meeting arrangements

- 2.1. There are no previous arrangements as this is the first meeting.
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3. Discussion of Project Development

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

- 4.1. Jason is to arrange a meeting with Luminary Promotions for next week. Wednesday is a preferred day. He will communicate this with the group.
 - 4.2. Jason is to share contact information of the group on the group Facebook page.
 - 4.3. Jason will add Roopak to the group Facebook page.
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5. Adjournment of Meeting

- 5.1. There being no other business, the meeting was adjourned at 12:30 pm.
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6. 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.
