

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.
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7. Approval of minutes of last meeting

- 7.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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8. Status of prior meeting arrangements

- 8.1. The drafted sections of the Proposal were sent to Jason to be proofread.
- 8.2. Jason has added the approach section, created work breakdown structure, created the time management section, created cost estimation section, updated glossary and reference list. He has compiled the final draft of the document.
- 8.3. Paul has completed the slides for the presentation. The group has proofread them. Paul has research Action Research (see Research Findings 24/03/15 - Action Research).
- 8.4. Paul and Josh have proofread the final draft of the proposal document.
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3. Discussion of Project Development

- 3.1. Jason has created a final draft of the project proposal document.
- 3.2. Paul has created slides for the presentation.
- 3.3. 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.
- 3.4. Sections of the proposal presentation were assigned to each group member.
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4. Meeting Arrangements

- 4.1. Jason is to have the proposal document printed by Print Sprint.
- 4.2. Paul is to make agreed changes to the slideshow.
- 4.3. Each member needs to memorise their section of the presentation.
- 4.4. The project proposal presentation will commence at 3:30 pm. All members of the group must attend.
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5. Adjournment of Meeting

- 5.1. The meeting was adjourned at 10:00 am and will recommence at 2:00 pm.
- 5.2. There being no other business, the meeting was adjourned at 03:00 pm.
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6. 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.
