

# Minutes for Coders for Causes

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## Attendees

Jake Nelson, Alex Emery, Theodore Wilson, Ammar, Jye Dewar, Mark Robson, Nick

Missing: Prem, Raj Sembi(Mid-sem Exam), Frederick

## Agenda

- Next week's agenda
- How projects are handled
- How projects are approved
- Decide on the processes for the rest of semester

## Notes

- Upon leaving a meeting with a client where do we go?
  - o Projects once screened will be brought to committee in one way or another
  - o More than likely with slack – a separate channel that is locked to committee to discuss and vote on potential projects
- What stage do we contact clients?
  - o Once a project is approved or not approved contact them, be as transparent as possible and inform them that until someone actually accepts the project it may not go anywhere.
- In regards to organizations that wish for urgency in their project, ensure no guarantee be made in regards to getting the project done before a particular date.
- Any projects that are to take place before the next planned 'Project Season' a case by case assessment will be made to decide if a team is willing to take it
- A method for allocation of teams in a fair and reasonable way is necessary, likely a group event towards the end of semester – or in a constant method using slack.
- Improvement of team assignment in future as with a growing club it is something that is very necessary
- Combination of two methods, a whiteboard sit down with everyone and contact through Facebook and email will allow students to take projects and form teams early should they want to.
- Should multiple groups apply for a particular project, it will not be distributed and we will assess each group that applies for the project
- Individuals apply for a project and groups will be formed out of those that go for each project
- Project Announcement:
  - o Ignite mentoring – How many mentors they need for each class and where they would like to go
  - o We will be designing the allocations in order to maximize the preferences, an equal gender balance, a good balance between returning and new mentors.
  - o Project Approved
- Approved project, posted onto Facebook and sent an email informing members of the project
- We need a logo, the sooner the better, however it will be up to everyone to have a look at the potential avenues to get these logos
- BBQ being planned by Alex
- Aim to become PAC affiliated fill out an application and present that, followed by a quick 2 minute brief at the next SOC meeting

## **Announcements**

- Each project that is required to be completed outside of a project season will be assessed on a case by case basis by committee.
- A combination of Facebook posts/emails will inform students of potential projects early. Any unclaimed projects will be addressed at a sit down with all club members and will allow members to form groups and claim projects in that meeting.
- Individuals will submit a formal expression of interest detailing why they would like to and what they can bring to the project, as well as a statement of how confident they are in their ability to work on the project.
- Ignite Mentoring Project – Approved
- Jye will be handling projects once they are approved – Will post to Facebook and sent emails to relevant parties
- PAC affiliation application – Jye, Nick, Mark will be addressed at the next SOC meeting with Theo and Jye
- Will be formalizing the agenda making process so that it can be discussed in full at the next committee meeting
- There will be no meeting next week due to study break

## **Closing Comments**

There will be no meeting next week due to their being study break, agendas will now be formalized and a formal process created for addressing new projects.