Meeting Minutes (23-03-17):

Attendees:
Jye Dewar, Theo Wilson, Jake Nelson, Mark Robson, Raj Sembi, Alex Emery

Absences:
Prem, Ammar, Frederick

Agenda:
- Update on last week's action items
- AGM Schedule for week post Hackathon
- Proposal of two new committee positions: Immediate Past President, Diversity Officer

Update on last week's action items:
- Student developers feedback template – done not chatted with Ammar
- Client feedback template – done
- Ammar has spoken to and posted in various help forums, will continue to speak to lecturers and follow them up
- Prem has updated fb page and posted about the hackathon
- Alex has signed us up for Mega, all club documents will be stored on here, for archiving purposes.
- Availabilities have been updated on a google drive sheet, only waiting on Frederick

AGM Schedule for week post hackathon:
- Confirmed for the week following hackathon
    - Allows it to be shifted to closer in the year, following the hackathon hopefully will keep excitement high for the club

Proposal of new committee positions:
- Bringing in of 2 new positions, whilst removing the 2 remaining OCM
- Will be proposed at the AGM, and will involve adjusting the constitution

Open Discussion:
- Hackathon:
    - Email needs to be sent out to club members (TBA)
    - Stickers have been confirmed and food is being organised
    - Alcohol will be at the launch event however it is not to be advertised
- Workshops:
    - Post any topics that you would like to see in the committee slack channel
    - Try to maintain a focus on soft topics, and not the harder more technical topics
- Clubroom:

- o   We are still waiting, there is nothing that can be done about this.
- Emails:
    - o   Make sure that someone is checking it at least once a day.
    - o   Emails tend to be missed sometimes.
    - o   Just check regularly

Action Items:
- Jake – Run sheet for AGM
- Jye and Jake – Organise time and date for the AGM
- Everyone – Post any topics that you wish to have at workshops in the committee slack channel
- Everyone – 1 minute run down of your role, in preparation for the AGM
- Prem – Send out email regarding the hackathon to members