

# CSSA Committee Meeting

## Agenda - Meeting #10

2016-03-03 - 17:08 - CSIT N101    CSSA Committee Meeting

### Attendance

#### 1. Minutes of Previous Meeting and Matters Arising

##### 1.1. Actions from Previous Meetings

#### 2. Committee Report

##### 2.1. President Report

##### 2.2. I <3 CS Report

#### 3. Events

##### 3.1. New Event Forms

##### 3.2. Previous Event Debriefs

###### 3.2.1 Installfest Friday 15:00-17:30

###### 3.2.2 CSSA Welcome Event Friday 17:30-21:00

###### 3.2.3 CSSA Atlassian Technical Workshop Wednesday 24th 14:00-16:00

###### 3.2.4 Monthly Munchies Friday 26th 16:00-18:00

###### 3.2.5 AXIA Tech talk

##### 3.3. Upcoming Events

###### 3.3.1 Video Game Night (Age of Empires II) Wednesday 9/3/16 19:00-23:00

###### 3.3.2 CSSA Tech Talk : Acing an Interview: Application and Interview Skills Thu 10th 3:30-4:30

###### 3.3.3 Console Night Fri 11th 5:00pm-12

###### 3.3.4 CSSA Tech Talk: Version Control and You: Development Snapshots for the Real World! Thu 17th 2:30-3:30

###### 3.3.5 COMP2100/COMP2300 Study Events (18/3)

###### 3.3.6 Monthly Munchies 25/3

###### 3.3.7 COMP1100 Study Events (25/3)

###### 3.3.8 OGM 31/3

###### 3.3.9 Trivia Night (1/4)

###### 3.3.10 Game Jam (2/4)

#### 4. Projects, Discussions, Updates & Other Business

##### 4.1. Suggestions Box

##### 4.2. Email for Careers Fair

##### 4.3. Expectations of Committee Members

##### 4.4. New Committee Members

##### 4.5. Costco

##### 4.6. Advertising Posters

##### 4.7. Additional actions

### Close

# Minutes - Meeting #10

2016-03-03 - 17:08 - CSIT N101

## Attendance

*Present:* Abbie Wade, Amy Blunt, Nick Sifniotis, Chris Chow, Chris Claoue-Long, James Volis, Probie Offner, Tyrus Caldeira, Yaya Lu, Jan Zimmer

*Apologies:* You Hong

*Guests:*

*Absent:* Nil

Meeting opened at 17:08.

## 1. Minutes of Previous Meeting and Matters Arising

**MOTION:** That the minutes of the previous meeting be accepted.

**Moved:** Abbie Wade

**Seconded:** Amy Blunt

**Motion carried (Resolution 2016/13)**

### 1.1. Actions from Previous Meetings

#### Abbie

- Action 2016.8.5.4.1 : **Abbie** : Organise meeting with School
  - Not done
- Action 2016.8.5.4.6 : **Abbie** : Create Mental and General Health posters to put up in common room
  - Not done
- Action 2015.19.4.5.1: **Abbie** : By-Laws modification
  - In Progress
- Action 2016.8.2.1.2 : **Abbie & Jan** : Update the constitution to reflect the holes that have occurred in this situation
  - In Progress
- Action: 2016.9.2.1.1 : **Abbie** : Draft up a complaints handling documentation after seeking
  - Waiting to hear back from ANUSA for skeleton

#### Jan

- Action 2015.5.5.5 : **Jan** : Spend 2 hours writing up what you do for your role (what you wish you had been told )

#### Amy

- Action 2015.5.5.5 : **Amy** : Spend 2 hours writing up what you do for your role (what you wish you had been told ) -still in progress

- Action 2016.7.5.8.1: **Amy** : go through emails daily and sort into folders regarding different roles -- Done
  - Flag system

#### Yaya

- Action 2015.5.2: **Yaya** : Inform the CROs of paper in the recycling Bin -- **done**
- Action 2015.5.5.3: **Yaya** : To write up specifications for the current CSSA App -- **done**
- Action 2015.5.5.5 : **Yaya**: Spend 2 hours writing up what you do for your role (what you wish you had been told)
  - not done
- Action 2015.6.5.9.2 : **Yaya** : To email to all CROs about expectations and rules. -- **done**
- Action 2016.7.5.11.1 **Yaya** : Fix up/ create rosters -- **done**
- Action 2016.8.5.4.4 : **Yaya** : Create suggestion box poster to put on mailbox
  - In progress
- Action 2016.9.4.1.1 : **Yaya** : Talk to david concerning complaint -- **done**
- Action 2016.9.4.3.1 : **Yaya**: Organise cleaning roster -- **done**

chris leave room 5:12

chris cl enters room 5:12

#### ChrisCL

- Action 2015.3.4.1: **ChrisCL** : Draft up specifications for website (done)
- Action 2015.5.5.5 : **ChrisCL** : Spend 2 hours writing up what you do for your role (what you wish you had been told )
  - Started, not put up
- Action 2016.8.4.2.6.1 : **ChrisCL** : Provide abbie with time you want to run regular co-curricular education events -- **done**
- Action 2016.8.4.2.7.2 : **ChrisCL** : Organise catering for tech talk -- **done**
- Action 2016.8.4.2.9.1 : **ChrisCL** : Do USBs for installfest -- **done**
- Action 2016.8.4.2.9.2 : **ChrisCL** : Book Room for installfest -- **done**, ignored anyway by school at the time
- Action 2016.8.4.2.9.1 : **ChrisCL** : Email Andrew about CSSA dot matrix display program -- **done**
- Action 2016.7.5.13.1 : **ChrisCL** : Looking into password storing methods
  - not done
- Action 2016.7.3.1.1 : **ChrisCL**: write up an asset list of all items and values
  - Started but values are hard to gauge due to the used nature of most assets
  - [https://drive.google.com/open?id=1hSkjccgJ7pg2sW6MvC-6\\_csQy6N7RbMi8N8kZb3G96w](https://drive.google.com/open?id=1hSkjccgJ7pg2sW6MvC-6_csQy6N7RbMi8N8kZb3G96w)
- Action 2016.8.5.4.2 : **ChrisCL** : Organise with school the room bookings tech talks -- **done**
- Action 2016.9.3.3.4.1: **ChrisCL** : Get poster organised for Install fest event -- **done**
- Action 2016.9.3.3.6 : **ChrisCL** : Update calendar
  - Work in Progress
- Action 2016.9.4.1.1 : **ChrisCL** : List of old committee members on CSSA Website put in
  - Not done
- Action 2016.9.4.3.2 : **ChrisCL** : Renewing anucssa.com domain (-- **done** for 1yr)

#### Probie

- Action 2015.3.3.1.2 : **Probie** : Come up with 10 trivia questions to a single non-CS Theme -- **done**

#### Volis

- Action 2015.5.5.2: **Volis** : Book N115-N116 from 7pm-11pm for every wednesday for 2016 for Video Game Nights Abbie to book for even term weeks
- Action 2015.5.5.5 : **Volis** : Spend 2 hours writing up what you do for your role Social (what you wish you had been told )
- Action 2016.8.4.1.5 : **Volis** : Clean up the Events folder
  - In progress
- Action 2015.5.5.5 : **Volis**: Spend 2 hours writing up what you do for your role Treasurer (what you wish you had been told )
- Action 2016.8.3.1.1 : **Volis** : Clean up the Finance folder
- Action 2016.7.5.7.1 **Volis** : Complete a draft budget and financial plan detailing all spending plans for CSSA 2016
  - Here is the first draft. Please note expenditure from =-week and week 1 are not included
  - <https://drive.google.com/open?id=14eXXB5BONuqL-0OHrjt9F9VvqYabRMXVCFMNnVc7pYk>
- Action 2015.5.3.3 : **Volis** : Or someone create a how to to set up the rooms such as projectors for EGN
- Action 2016.8.5.4.5 : **Volis** : Put up EGN posters

#### Hong

- Action 2015.5.5.5 : **Hong** : Spend 2 hours writing up what you do for your role (what you wish you had been told )

#### ChrisChow

- Action 2015.5.5.5 : **ChrisChow** : Spend 2 hours writing up what you do for your role (what you wish you had been told ) -- **IN PROGRESS**
- Action 2016.8.4.1.3 : **ChrisChow** : Clean up the postgrad folder -- **IN PROGRESS**

#### Nick

- Action 2016.8.4.1.2 : **Nick** : Clean up the industry folder **DONE**
- Action 2016.8.3.2.1.2: **Nick**: Organise business cards for yourself.
  - In progress
- Action 2016.8.4.2.7.4 : **Nick** : Organise volunteers for tech talk **DONE much success**
- Action 2016.7.5.16.1 : **Nick** : Research and make a comparison table for accounting software options
  - In progress

#### Tyrus

- Action 2015.5.5.5 : **Tyrus** : Spend 2 hours writing up what you do for your role (what you wish you had been told )
  - Not Done

- Action 2016.9.3.2.2 : **Tyrus**: Write up pizza order instructions\
  - Not Done
- Action 2015.3.3.1.1 : **Tyrus** : Make A3 poster advertising the Trivia Night

#### Group

- Action 2015.3.3.1.3 : **Nick, Probie, Chris** : Check their question with each other and not the committee
- Action 2015.5.10.2 : **Abbie, Pat, Tyrus, Volis** : Have a meeting about EGN Handover -- **Done**
- Action 2016.8.3.2.1.1: **TBA**: Help Nick set up the sponsorship register form scripts
  - ON HOLD - not a priority right now

## 2. Committee Report

### 2.1. President Report

- Meeting with Janette
  - All room bookings need to be done at least one week in advance by emailing cs.admin and potentially going through facilities and services. Please make sure bookings are done before advertising the event. Do not ask Sandra about this, it is not her area.
  - N108/N109 are 24hr access. Recommend people using this area instead of opening N101. N101 requires bookings. This still has the requirements that we monitor the space and make sure it remains clean so please be aware of this.
  - Please watch out for furniture being taken from the main area
  - Whiteboard in the foyer area should be utilized
    - was thinking something like questions each week or something alike?
    - “why did you join computer science?” “what do you want to see the CSSA run?” etc.
    - Get a document set up on the google drive for questions
  - Following Up Emails
    - This is super important.
    - This means letting the school know we have put up posters as requested
    - This means following up the room bookings made for the event you are organising a few days before
    - This is a courtesy and is required for every event.
  - External Review of CECS this year - We will be asked to do stuff, be prepared
  - Appropriate behaviour when interacting with Staff
    - When asked to wait, wait. This means if you were told not to do something until a date, do not do anything, even when worried or stressed. E.g. Room Bookings. If you are worried, etc, come to me and I will help you out appropriately.
    - This also includes the follow up stuff

- The more you harass staff members, the less likely they are to help or do anything for us.
    - What to make people aware of and appropriate ways to go about it
  - Followed up the missing vending machines - they are on their way
  - Meetings with the school and other staff in the school are going to become more regular for some of us.
    - Student experience (Matt ENGN INOV)
    - Student ... Ben and 2400 lecturer
    - Ramesh - Edu
    - Alistair and Janette
    - And anyone we wish to include in the meeting
    - Preferably have a term plan at each of these meetings.
- SRC - Have a meeting about this tomorrow.
- Building Maintenance - I have followed up some of the issues I noticed. Check the email and let me know if I missed anything.

## 2.2. I <3 CS Report

- Had put in a techlauncher project idea volis made a good speech, in the end it turned out that a lot of people had this as their backup plans rather than their main thing
  - Didn't get adopted
- Website and App specifications are on the drive for future years or when people have time
- Also have a skeleton of a CSSA app up on my computer.

## 2.3. PostGrad Report

- Met up with the new ESA postGrad rep
- Saw Natalie from Student Services for CECS and they agreed to fund us again now every first friday of every month
- Student services in now going to advertise monthly munchies

## 3. Events

### 3.1. New Event Forms

- Ignoring Gentlemen's club request

### 3.2. Previous Event Debriefs

#### 3.2.1 Installfest Friday 15:00-17:30

- It was chaos (as always)
- The room was booked but problems happened and we didn't get the room so moved to the foyer
- Lost of people came at least 100
- Big thanks to everyone that helped

**Action 2016.10.3.2.1.1:** ChrisCL : Fill out debrief form for Installfest

### 3.2.2 CSSA Welcome Event Friday 17:30-21:00

- 80+ people attended
- cost:\$672.82
- Special thank to hanna for all her help!
- Lots of people didn't realise it wasn't a unilodge event
- Problems with making sure people signed up
- Should use cssa pull up banner next time to increase awareness
- 9 sign ups during event times (one of those was Hong), a few more just before 18:00
- Also thank two other people that helped with sign ups Rachel and Lanett
- We need to revisit that way in which the committee takes charge of events(probably talk a bit more on how to run the event)

### 3.2.3 CSSA Atlassian Technical Workshop Wednesday 24th 14:00-16:00

- Nick to debrief
- tldr event was successful
- Pizza \$129
- 40-50 people attend
- Can claim from GAC
- Get the event numbers from facebook's before event ends

### 3.2.4 AIXI Tech talk

- About 15 members attended
- Possibly next time when have somethin glike advanced IA as the topic do it while the course is running will probably get more people attending

**Action 2016.10.3.2.4.1:** ChrisCL : Fill out debrief form for AIXI tech talk

## 3.3. Upcoming Events

### 3.3.1 Monthly Munchies Friday 4th 16:00-18:00

- It's on tomorrow
- ESA is paying for it (they have the money from Student Services)
- We can print out posters for event (probably not this one because of such short notice)

Action 2016.10.3.3.1.1: Chris Chow : update calendar for monthly munchies

### 3.3.2 Video Game Night (Age of Empires II) Wednesday 9/3/16 19:00-23:00

- Postponing for now
- try organise as a joint society event

Action 2016.10.3.3.2.1 : Volis : Get in contact to organise AOE as a joint society event

### 3.3.3 CSSA Tech Talk : Acing an Interview: Application and Interview Skills Thu 10th 3:30-4:30

- First thought was to get some catering done

Action 2016.10.3.3.3.1 : Nick: Get someone to arrange a 2-3 fruit platter for the event.  
Action 2016.10.3.3.3.2 : Nick: work out budget for TFA tech talk and get approval over slack

### 3.3.4 Console Night Fri 11th 5:00pm-12

- chris cl will now be in charge of this event
- Just need to advertise it more widely

Action 2016.10.3.3.4.1 : ChrisCL: Talk to James about borrowing projectors for console Night

### 3.3.5 CSSA Tech Talk: Version Control and You: Development Snapshots for the Real World! Thu 17th 2:30-3:30

- Nothing to report

### 3.3.6 COMP2100/COMP2300 Study Events (18/3)

- Working on a proposal for the event to Janette

### 3.3.7 COMP1100 Study Events (25/3)

- Probie: Date has been worked out with Tony since yesterday. Need to get in touch with school.

### 3.3.8 OGM 31/3

- Will deal with and get posters up and running

Action 2016.10.3.3.8.1 : Abbie : Write out OGM announcement for newsletter

Action 2016.10.3.3.8.2 : Abbie : Organise OGM Agenda

Action 2016.10.3.3.8.3 : Abbie : Organise runsheet for OGM

### 3.3.9 Trivia Night (1/4)

- Volis will take charge

**Action 2016.10.3.3.9.1** : Volis : organise a trivia night

### 3.3.10 Game Jam (2/4)

- Lots of people generally turn up to such an event but not a lot gets produced during these.
- We should guide them more than what we have done like you can use these tool run a few hours of tutorials on how to do things
- Need to book 115 and 116 for a weekend

**Action 2016.10.3.3.10.1** : Probie : Book a room for a game jam

**Action 2016.10.3.3.10.2** : Probie : Organise Game Jam



## 4. Projects, Discussions, Updates & Other Business

### 4.1. Suggestions Box

Suggestion box is found here:

<https://docs.google.com/spreadsheets/d/1YnBB1MuLASN70eAS5spNx0hpl0tz52FRQoGrXZ0qkg/edit#gid=0>

Suggestion:

Response:

Water jug for fridge xoxo ty	Hygiene
Email janette about fixing the button on the outside door (to open auto)	done
Napkins/ paper towels	done
please fix light in cssa (near white board)	done
mini displayport to VGA adapter request. So others can connect to the monitors with their laptops	have a think about and come back to

### 4.2. Email for Careers Fair

- Nick: I would like a separate email address for the careers fair - something like [anucssa.careersfair@anu.edu.au](mailto:anucssa.careersfair@anu.edu.au) - because I am about to start emailing out companies and the regular CSSA inbox will be flooded.

**Action** 2016.10.4.2.1 : Jan : apply for an [anucssa.industry@anu.edu.au](mailto:anucssa.industry@anu.edu.au) email

### 4.3. Expectations of Committee Members

- If one of us can't make an event that we are gonna run someone else need to step up
- If something is going wrong someone needs to step up
- You are expected to do any job that is asked of you
- And any job that you can see that needs to be done

### 4.4. New Committee Members

- Do we want to go back to 12 or more?
- Open to everyone but it would be nice if we had at least one first year
- Possible problem with committee being too large but there is also potential of it being better with more
- Have a min of one more review the application then decide?
- We want more to help run events and not increase our workload

**Vote to add on at least one extra committee member**

- 2 Abstains

- Rest for

**Action 2016.10.4.4.1:** ChrisCL: Promote the CSSA volunteer page  
Yaya leaves 5:55

#### 4.5. Costco Update

- Amount spent on Costco : \$1,444.60
- What it should total to when everything is brought: \$2,935.00
- Expected Profit: \$1,340.90
- Income to date: 491.20 + 241.00 + 759.00 = \$1491.20
- These numbers exclude plates, cutlery, serviettes and such.

Hong leaves 5:57

- Should we continue costco?
- Could only buy more drinks to even things out with the chocolate
- Action probie to tell us how much mother to buy next time
- need more cutlery
- microwave safe things?

Jan proposes \$800 on drinks  
all Approve

Approval given of \$800 for a drinks costco run

Action 2016.10.4.5.1 : Abbie : Do a costco run

#### 4.6. Advertising Posters

- [https://drive.google.com/folderview?id=0B\\_i9N0YUDBy6aWh3cE5COV9hRnM&usp=sharing](https://drive.google.com/folderview?id=0B_i9N0YUDBy6aWh3cE5COV9hRnM&usp=sharing)
- Feedback is required
  - Add pictures to make them look more different when we create an event
  - Mix and match colours?
  - Could use light blue for carers fair

#### 4.7. Additional actions

- need more cleaning stuff

Action 2016.10.4.7.1 : **Abbie** : Order and Pay for a shirt for Jan

Action 2016.10.4.7.2 : **Volis** : Organise GAC reimbursement from 2016 events to date

Action 2016.10.4.7.3 : **Jan** : Send out a Week 4 newsletter

Action 2016.10.4.7.4 : **Jan** : Organise with Liam for updated photo for committee sheets

Action 2016.10.4.7.5 : **Volis** : Follow up Nerd Trivia

Action 2016.10.4.7.6 : **Probie** : Complete the COMP1100 Study Event Proposal

Action 2016.10.4.7.7 : **Nick** : Complete the COMP2100/COMP2300 Study Event Proposal  
(with Andrew)

Action 2016.10.4.7.8 : **Chris** : How to installfest VM

Action 2016.10.4.7.9: **Abbie** : Find spot to store BBQ

Action 2016.10.4.7.10 : **Chriscl** : Get rid of servers and Cisco switch (useless)

Action 2016.10.4.7.11 : **ChrisCL** : Organise server computer for room (cssarobot 2.0 + vm host -- NECTAR VM instance? Talk to Roberts -- talk to Jan about anucssa subdomains + document server stuff)

Action 2016.10.4.7.12 : **Tyrus** : Organise a bowling event

Action 2016.10.4.7.13 : **Abbie** : Buy cleaning stuff

Action 2016.10.4.7.14 : **Tyrus** : Clean bbq

## Close

Meeting closed at 18:12.

The next meeting is scheduled for Weekday 00 Month 2016, 17:00.

Amy Blunt  
Secretary