

2016-07-18 Minutes - Meeting #17

Date + Time

18 Jul 2016 at 18:00

Attendees

- Abbie Wade
- Amy Blunt
- Tesis Zimmer
- Nick Sifniotis
- Faizan Siddiqui
- Chris Claoue-Long
- Yaya Lu
- Tyrus Caldeira
- You Hong

Guests:

Apologies:

Absent:

- James Volis
- Chris Chow

Actions from Previous Meetings

Key	Summary	T	Created	Updated	Due	Assignee	Reporter	P	Status	Resolution
COM-287	Inform Hana of her casual warning.		Feb 05, 2017	Feb 13, 2017		Jay Hansen	Yaya Lu		DONE	Done
COM-231	Determine total costs, times, advertising, etc. for Cyber-Capture-The-Flag		Oct 04, 2016	Feb 13, 2017		Jay Hansen	Yaya Lu		DONE	Done
COM-55	Ensure Tyrus writes up full task role documentation for EGN rep		Aug 03, 2016	Feb 13, 2017		Jay Hansen	Amy Blunt		DONE	Done
COM-302	Remove Nick Sifniotis access		Feb 11, 2017	Feb 11, 2017		Tesis Zimmer	Tesis Zimmer		TO DO	Unresolved
COM-291	Make Ash copy stuff from School meeting onto confluence		Feb 11, 2017	Feb 11, 2017		Ash Wang	Tesis Zimmer		TO DO	Unresolved
COM-292	Pay Pat his money!		Feb 11, 2017	Feb 11, 2017		Faizan Siddiqui	Tesis Zimmer		TO DO	Unresolved
COM-293	Ask Nick about the Sydney Trip (Faizan)		Feb 11, 2017	Feb 11, 2017		Faizan Siddiqui	Tesis Zimmer		TO DO	Unresolved
COM-294	Check Gas bottle level		Feb 11, 2017	Feb 11, 2017		Ash Wang	Tesis Zimmer		TO DO	Unresolved
COM-295	Posters for Dodgeball (Ash)		Feb 11, 2017	Feb 11, 2017		Ash Wang	Tesis Zimmer		TO DO	Unresolved
COM-296	Make posters for Welcome event (Jay)		Feb 11, 2017	Feb 11, 2017		Jay Hansen	Tesis Zimmer		TO DO	Unresolved

COM-299	Faizan to buy Turkish Pizza for Big Board Games Night	Feb 11, 2017	Feb 11, 2017	Faizan Siddiqui	Tesis Zimmer	TO DO	Unresolved
COM-300	Design temporary membership cards (Jack)	Feb 11, 2017	Feb 11, 2017	Jack Adamson	Tesis Zimmer	TO DO	Unresolved
COM-297	When's good for Market Day Stall (Ash)	Feb 11, 2017	Feb 11, 2017	Ash Wang	Tesis Zimmer	TO DO	Unresolved
COM-301	Issue warning to Peter (Jack)	Feb 11, 2017	Feb 11, 2017	Jack Adamson	Tesis Zimmer	TO DO	Unresolved
COM-298	Make fliers and poster for market day	Feb 11, 2017	Feb 11, 2017	Jay Hansen	Tesis Zimmer	TO DO	Unresolved
COM-277	Ask Janette if we can have a non-tutor tutor for comp2600	Jan 21, 2017	Feb 11, 2017	Demi Chen	Yaya Lu	DONE	Done
COM-34	Spend 2 hours writing up what you do for your role (what you wish you had been told)	Jul 18, 2016	Feb 11, 2017	Tesis Zimmer	Amy Blunt	DONE	Duplicate
COM-117	Arrange food for the COMP2310 Study Event	Sep 11, 2016	Feb 11, 2017	Demi Chen	Yaya Lu	DONE	Done
COM-141	Update by-laws to reflect changes to GRO termly/annually for OGM	Sep 13, 2016	Feb 11, 2017	Ash Wang	Yaya Lu	TO DO	Unresolved
COM-290	Write 2017 OGM1 Minutes	Feb 11, 2017	Feb 11, 2017	Tesis Zimmer	Tesis Zimmer	TO DO	Unresolved

Showing 20 out of 89 issues

Abbie

- Abbie Wade Action: 2016.9.2.1.1 : Abbie : Draft up a complaints handling documentation after seeking
- Abbie Wade Action 2016.10.4.7.9: Abbie : Find spot to store BBQ

Transfer to JIRA :

- **COM-32** - Draft up a complaints handling documentation after seeking

IN PROGRESS

- **COM-33** - Find spot to store BBQ

DONE

Jan

- Tesis Zimmer Action 2015.5.5.5 : Jan : Spend 2 hours writing up what you do for your role (what you wish you had been told)
- Tesis Zimmer Action 2016.9.4.1.1 : Jan : List of old committee members on CSSA Website put in
- Tesis Zimmer Action Jan Upload modified documentation to the website

Transfer to JIRA :

- **COM-34** - Spend 2 hours writing up what you do for your role (what you wish you had been told)

DONE

- **COM-35** - List of old committee members on CSSA Website put in

DONE

- **COM-36** - Upload modified documentation to the website

DONE

Amy

- Amy Blunt Action 2016.13.3.2 : Amy: Post event photo on facebook group and page

- Transfer to JIRA :


COM-37 - Post event photo on facebook group and page


DONE

Volis

- James Volis 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)
- James Volis 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)
- James Volis Action 2016.8.3.1.1 : Volis : Clean up the Finance folder
- James Volis Action 2016.7.5.7.1 Volis : Complete a draft budget and financial plan detailing all spending plans for CSSA 2016
- James Volis Action 2016.12.3.3.8.5 :Volis: Print A3 posters and distribute around ANU (After Sponsorship)
- James Volis Action 2016.12.5.7 :Volis: email CROS to see if anyone is willing to run it

- Transfer to JIRA :

 **COM-38** - JIRA project doesn't exist or you don't have permission to view it.

 **COM-39** - JIRA project doesn't exist or you don't have permission to view it.

COM-40 - Clean up the Finance folder

IN PROGRESS

COM-43 - email CROS to see if anyone is willing to run it

DONE

COM-42 - Print A3 posters and distribute around ANU (After Sponsorship)

DONE

COM-41 - Complete a draft budget and financial plan detailing all spending plans for CSSA 2016

IN PROGRESS

Nick

Yaya

Tyrus

- Tyrus Caldeira Action 2016.5.5.5 : Tyrus : Spend 2 hours writing up what you do for your role (what you wish you had been told)

- Transfer to JIRA :

COM-44 - Spend 2 hours writing up what you do for your role (what you wish you had been told)

DONE

ChrisCL

Hong

Joel

- Unknown User (joelmcleod) Action 2016.13.3.3.6 : Joel : Make poster for Xero Tech Talk

Faizan

ChrisChow

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

- Transfer to JIRA :

 **COM-45** - JIRA project doesn't exist or you don't have permission to view it.

COM-46 - Clean up the postgrad folder

DONE

Group

- Action 2016.8.3.2.1.1: TBA: Help Nick set up the sponsorship register form scripts ON HOLD - not a priority right now

- Transfer to JIRA :

- **COM-47** - Help Nick set up the sponsorship register form scripts ON HOLD - not a priority right now
- **DONE**

Committee Reports

Industry

- I have had a very quiet break. Only one new sponsor to report. Soz 😞
- It's Facebook 😄😄😄😄😄😄
- Gave us \$500
- Would like to do a big thing like what google did.

Report Person

Events

New Event Forms

Date + Time	Event Name	Organizer	Summary
No New Events			

Previous Events Debriefs

Date + Time	Event Name	Organizer	Summary
Friday 3rd June	CECS Monthly Munchies Month 6	Chris Chow	<ul style="list-style-type: none">• Not Present
Friday 3rd June	COMP 2100/2300 study event 6pm-12am	Faizan Siddiqui	<ul style="list-style-type: none">• Went well• Got about 30 people signing up• Had a Costco run
Friday 1st July	CECS Postgrad Monthly munchies Month 7	Chris Chow	<ul style="list-style-type: none">• Not Present
Wednesday 6th July	CSSA does CBRInnovate (networking evening)	Nick Sifniotis	<ul style="list-style-type: none">• The event was a success.• The careers centre people enjoyed facilitating the networking workshop and would like to help us out again.• We had I think seven or eight people in Entry 29 on the night.• One left with interviews lined up, and another left with a job offer !! Big success. Can't wait to run another.

Upcoming Events

We are only meant to organise for up till the end of term three so that the new committee can organise what they would like with their budget

Date + Time	Event Name	Organizer	Summary
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Thursday 21st July	Careers Fair 11am-3pm	Nick Sifniotis	<ul style="list-style-type: none"> • Getting nervous • 12 companies attending. I am sending out emails to the 50/50s (Atlassian, IBM) advising them that it's too late, they're out. • Volunteers needed! For us it'll be a 9am -> 5pm job. We need to move backboards around, help companies set up and pack down, and help people find ANU Commons. It would also be sick if someone could help spruik the fair in the lectures for COMP1110 (9am Tues), COMP2130 (9am Tues), COMP2410 (3pm Tues) and COMP2140 (2pm Weds). <ul style="list-style-type: none"> • You Hong Yaya Lu and Tyrus Caldeira can come in at 8 am • Amy Blunt Yaya Lu and help out from 10:30 till 1 • 1-3 people help by setting up • This is a cssa shirt event!
Thursday 21st July	Xero Tech Talk - 4:00 - 5:00	Nick Sifniotis	<ul style="list-style-type: none"> • N101 booked from 3:30 to 5:30 • Posters are either already up or are ready to be printed. It's Sunday night and right now I'm not sure how far along I'll be. • FB event created • Dom was happy with the last turnout. He'd be happy if only five people turned up! A pleasure to work with.
Wednesday 3rd August	CSSA does CBRIinnovate 2 - the CSSA strikes back	Nick Sifniotis	<ul style="list-style-type: none"> • I'm keen to do this event two or three times a semester, if there's demand for it. • ANUSA Bus booked to get us from N101 (or wherever we hold the networking session) to the night, which will be at UC this time. • Am thinking through a promotional strategy now, expect posters and stuff to go up this week. • Yaya, Amy, Tyrus, you're coming this time.
Friday 5th August	Fri/5/8 - CECS Postgrad Monthly munchies Month 8	Chris Chow	<ul style="list-style-type: none"> • Not Present
Tuesday 9th August	Tue/9/8 - Nerd Trivia night 6:00pm-10:00pm	Nick Sifniotis	<ul style="list-style-type: none"> • XSA is helping marketing posters ect.. • Have some prizes, would like more. currently have \$200 worth. would like riddle room will talk may need to get \$200-\$300 for prizes • we have the oven and don't need to pay required \$1000 is spent on the night if less is open we have to make it up <p>Motion Nick Sifniotis to have \$250 approved for trivior night Seconded Amy Blunt Unanimous Motion carried Unanimous (Resolution 2016/19)</p> <p>Motion Nick Sifniotis to get approval to spent up to 250 on first prise Seconded Tyrus Caldeira Abstain 2 Motion carried (Resolution 2016/20)</p> <ul style="list-style-type: none"> • Everything is pretty much organised, we just need to sell some tables.
August 11 -> 13	11-13/8 - Robocup Junior ACT competition	Chris Claoue-Long	<p>Action Yaya Lu get volunteer sheet done up and sign up</p> <p>JIRA</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>COM-48 - get volunteer sheet done up and sing up</p> <p>DONE</p> </div>
Thursday 11th August	Indeed Tokyo talk - 1:00-2:00	Nick Sifniotis	<ul style="list-style-type: none"> • Venue booked • Company reps are flying in from Tokyo, are sending us a gift as well ! • FB event already created. • No posters at this time - scheduled to deal with this in week two. <ul style="list-style-type: none"> • We will need to organise showing them around

Thursday 18th August	Agile Workshop (Alex Sloley) 2:00 - 5:00	Nick Sifniotis , Chris Claoue-Long	<ul style="list-style-type: none"> • Venue booked - N101 once again (Hancock W, Ian Ross were not available) • No marketing at this time. We should get on that. • We also need a registration form to properly manage number and assign teams. • We will need three or four CSSA volunteers to help facilitate the workshop. Alex will want to meet with these facilitators in advance. • will get a registration list set up after this <p>Action Nick Sifniotis get a registration list set up for Agile workshop</p> <p>JIRA</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>COM-49 - get a registration list set up for Agile workshop</p> <p>DONE</p> </div>
Thursday 1st September	CSSA AGM 6pm-9pm		<ul style="list-style-type: none"> • Elect returning officer • anyone leaving this committee is eligible to do this • try not to have one that is graduating this year <p>Motion : Jan moves that Chris Claoue-Long is returning officer</p> <p>Seconded Tyrus</p> <p>1 Abstain</p> <p>Motion carried Unanimous (Resolution 2016/21)</p> <p>Chris Claoue-Long is returning officer</p>

Study events

Course	convener	Organiser	Weeks	Summary
comp1110	Steve	Abbie Wade	Week 2 Week 6 Week 13	<ul style="list-style-type: none"> • would be good if Yaya can organise the study events as Abbie is graduating this year • start talking to the convenors <p>Action Yaya Lu book hancock for study events Action Faizan Siddiqui or Yaya Lu Follow up Course dates hand set the dates in stone comp 1110</p> <p>JIRA</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>COM-50 - book hancock for study events</p> <p>DONE</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>COM-79 - Follow up Course dates hand set the dates in stone comp 1110</p> <p>DONE</p> </div>
comp2310	Uwe	Faizan Siddiqui	Week 7 Week 11 Week 15	Second assignment has been moved forward a week (due week 12 rather than week 13).
comp2600	Raj	Faizan Siddiqui	Week 3 Week 6 Week 11 Week 14	

Social events

Date + Time	Event Name	Organizer	Summary
TBA	Pokemon go pub crawl	Tyrus Caldeira	<ul style="list-style-type: none"> • There is talk of doing a Pokemon pub crawl • Tyrus will organise a date and time for next meeting
TBA	Pokemon Night	Pat	<ul style="list-style-type: none"> • Might do this
TBA	Dodge ball	Tyrus Caldeira	<ul style="list-style-type: none"> • No details yet

	EGN		<ul style="list-style-type: none"> • Have EGN run in week 10 instead? because every Friday after that is a study event • And since Universal lunch hour being the day before EGN could be really good advertising
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Projects, Discussions, Updates & Other Business

Suggestion Box

Suggestion Received	Response from Committee
would like more root beer for vending machine	<p>there reason there isn't any root beer at them moment is because costco didn't have any is stock</p> <p>next time we go to costco we will have a look</p>

Market day

- The stall has been booked
- Runs on wednesday from X-X
- Need to bring shade if we want any

Action [Abbie Wade](#) to bring shade for Market day

- [You Hong](#) is willing to man the stall and set up
- [Yaya Lu](#) and [Amy Blunt](#) can come at points Eg 10-2

to JIRA

COM-51 - bring shade for Market day
DONE

EGN

Motion [Tyrus Caldeira](#) \$2000 for EGN budget in week 10

Seconded [Chris Claoue-Long](#)

Unanimous

Universal lunch hour

Booked universal lunch hour week 10 could be good advertising EGN

don't think we have to pay for any of it they provide food and BBQ. we just need lots and lots of EGN posters to give to people

Hand in of Resignation

Action Jan fix access for Joel **COM-52** - fix access for Joel
DONE

Common Room

New CROs

- Hold CRO interview next week
- The subcommittee decides
- Use doodle poll to organise time
- We can choose the three questions we would like to ask
- Nick Jan Yaya Abbie and Amy are the subcommittee
- We will use a role over to change new CROs

COM-53 - create the New CRO form

Action Yaya Lu create the New CRO form

DONE

Cleaning roster

We will work out after we get the new CROs

Google

- Have a trip up to Google but we must pay
- They currently just want to know if we are interested
- We would like to say we are interested but would like to know more details before we commit

Action Nick Sifniotis for Google say we are interested but would like to know more details before we commit

To JIRA

COM-54 - Google say we are interested but would like to know more details before we commit

DONE

Move to Atlassian

We will do this tonight

Other Discussion Topic

No other topics

Close

Meeting closed at 19:00

The next meeting we will be determined over slack

Amy Blunt

Secretary