

2016-08-05 Minutes - Meeting #18

Date + Time

31 Jul 2016 at 15:09

Attendees

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

Guests:

Apologies:

Nick Sifniotis

Absent:

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		Feb 11,	Feb 11,		Jay Hansen	Tesis			Unresolved

	Welcome event (Jay)	2017	2017		Zimmer	TO DO	
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 CRO 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
COM-269	Remove Abbie's Email Access	Oct 31, 2016	Feb 11, 2017	Tesis Zimmer	Yaya Lu	DONE	Done
COM-108	Update changes to treasury report, perhaps by next OGM	Sep 11, 2016	Feb 11, 2017	Tesis Zimmer	Yaya Lu	DONE	Done
COM-133	Remove the old committee from everything next Sunday (18th September)	Sep 11, 2016	Feb 11, 2017	Tesis Zimmer	Yaya Lu	DONE	Done
COM-259	Write 2016 AGM Minutes	Oct 18, 2016	Feb 11, 2017	Tesis Zimmer	Tesis Zimmer	DONE	Done
COM-260	make sure all event forms are done up by the end of this year.	Oct 18, 2016	Feb 11, 2017	Amy Blunt	Yaya Lu	IN PROGRESS	Unresolved
COM-101	Get new committees details	Sep 02, 2016	Feb 11, 2017	Amy Blunt	Tesis Zimmer	DONE	Done
COM-198	Write President's Report for the upcoming OGM	Oct 04, 2016	Feb 11, 2017	Amy Blunt	Yaya Lu	DONE	Done
COM-281	Organise O-Week Thursday Boardgames Night	Jan 21, 2017	Feb 10, 2017	Jack Adamson	Yaya Lu	DONE	Done
COM-274	Contact Natasha regarding her new role as CRO for boardgames.	Nov 28, 2016	Feb 10, 2017	Jack Adamson	Yaya Lu	DONE	Done
COM-237	Modify the Common Room COC according to the Building Policy	Oct 04, 2016	Feb 10, 2017	Jack Adamson	Yaya Lu	DONE	Done
COM-272	Discuss World Record Attempt with Reload	Oct 31, 2016	Feb 10, 2017	Jack Adamson	Jack Adamson	DONE	Won't Do
COM-289	Talk to Boardgames Society about the study event next week and how	Feb 05, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	DONE	Done

we will take up all of Hancock West for the event.

COM-278	Email the ANU Boardgames Society regarding the venue for the study events that we're running and tell them not to come.	Jan 21, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	DONE	Done
COM-286	Create a whenisgood for the date of the next two meetings. 7th, 8th, 9th, or 10th	Jan 21, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	DONE	Done
COM-273	Send an email to the ANU Boardgames Society re: if they are still interested in having a joint Boardgames night with us.	Nov 20, 2016	Feb 10, 2017	Ash Wang	Yaya Lu	IN PROGRESS	Unresolved
COM-90	Fix the posters to have capital ANU	Sep 02, 2016	Feb 10, 2017	Ash Wang	Tesis Zimmer	DONE	Done
COM-288	Get in contact with the boardgames society, and ask them whether they would want to collaborate for board games next year. Also about the O-Week combined boardgames night.	Feb 05, 2017	Feb 05, 2017	Jack Adamson	Yaya Lu	TO DO	Unresolved
COM-285	Make an advertising checklist/guidelines	Jan 21, 2017	Feb 05, 2017	Jack Adamson	Yaya Lu	TO DO	Unresolved
COM-284	Investigate prices for extendable table legs	Jan 21, 2017	Feb 05, 2017	Sylvester Shan	Yaya Lu	TO DO	Unresolved
COM-283	Organise CSSA Welcome Party (Meet & Greet)	Jan 21, 2017	Feb 05, 2017	Jay Hansen	Yaya Lu	TO DO	Unresolved
COM-282	Organise CSSA Sports Event (Thu or Fri of O-Week)	Jan 21, 2017	Feb 05, 2017	Sylvester Shan	Yaya Lu	TO DO	Unresolved
COM-280	Write out a blurb for each subject for the Mini Group Study Events, and correlate them with the calendar for the different dates for when the exams are.	Jan 21, 2017	Feb 05, 2017	Demi Chen	Yaya Lu	TO DO	Unresolved
COM-279	Do a reimbursement form for the \$50 spent on lanyards.	Jan 21, 2017	Feb 05, 2017	Nick Sifniotis	Yaya Lu	TO DO	Unresolved
COM-268	Create a guideline/checklist for the basic requirements of an email. Perhaps add a few examples of inappropriate wording.	Oct 31, 2016	Nov 28, 2016	Nick Sifniotis	Yaya Lu	TO DO	Unresolved
COM-264	Ask about templates for the study events	Oct 31, 2016	Nov 28, 2016	Amy Blunt	Yaya Lu	TO DO	Unresolved
COM-266	Work out dates for mini study events over SWOTVAC, and for a few of the courses. Different days for different courses.	Oct 31, 2016	Nov 28, 2016	Demi Chen	Yaya Lu	TO DO	Unresolved
COM-267	Negotiate contract renewal with Coffee Grounds for CSSA Cards	Oct 31, 2016	Nov 28, 2016	Nick Sifniotis	Yaya Lu	IN PROGRESS	Unresolved

COM-263	Talk to Tyrus about cleaning regulations after EGN	Oct 27, 2016	Nov 28, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-258	Clarify regulations for cleaning-after-event with the ANU	Oct 18, 2016	Nov 28, 2016	Amy Blunt	Yaya Lu	TO DO	Unresolved
COM-262	Chase up all missing receipts for purchases made	Oct 25, 2016	Oct 31, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-251	Work on updating your task role documentation	Oct 15, 2016	Oct 30, 2016	Sylvester Shan	Yaya Lu	TO DO	Unresolved
COM-247	Work on updating your task role documentation	Oct 15, 2016	Oct 18, 2016	Jay Hansen	Yaya Lu	IN PROGRESS	Unresolved
COM-212	Work on updating your task role documentation	Oct 04, 2016	Oct 18, 2016	Yaya Lu	Yaya Lu	IN PROGRESS	Unresolved
COM-256	Help organise a tech talk for Engineers Australia, organising a room, etc.	Oct 15, 2016	Oct 18, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-240	Transfer \$100 into bank account for EGN for projectors	Oct 15, 2016	Oct 18, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-246	Work on updating your task role documentation	Oct 15, 2016	Oct 17, 2016	Jack Adamson	Yaya Lu	IN PROGRESS	Unresolved
COM-255	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Amy Blunt	Yaya Lu	TO DO	Unresolved
COM-254	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Ash Wang	Yaya Lu	TO DO	Unresolved
COM-253	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Faizan Siddiqui	Yaya Lu	TO DO	Unresolved
COM-252	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Tesis Zimmer	Yaya Lu	TO DO	Unresolved
COM-249	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Nick Sifnotis	Yaya Lu	TO DO	Unresolved
COM-248	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-245	Work on updating your task role documentation	Oct 15, 2016	Oct 15, 2016	Demi Chen	Yaya Lu	TO DO	Unresolved
COM-41	Complete a draft budget and financial plan detailing all spending plans for CSSA 2016	Jul 18, 2016	Oct 15, 2016	Faizan Siddiqui	Amy Blunt	IN PROGRESS	Unresolved
COM-40	Clean up the Finance folder	Jul 18, 2016	Oct 15, 2016	Faizan Siddiqui	Amy Blunt	IN PROGRESS	Unresolved
COM-64	work on task role documentation	Aug 19, 2016	Oct 15, 2016	Amy Blunt	Amy Blunt	IN PROGRESS	Unresolved
COM-106	Update remote CSSA folders from local updates on computer	Sep 11, 2016	Oct 13, 2016	Ash Wang	Chris Claoue-Long	IN PROGRESS	Unresolved
COM-232	Help with organising the event and setting up servers for Cyber-Capture-The-Flag	Oct 04, 2016	Oct 08, 2016	Jay Hansen	Yaya Lu	TO DO	Unresolved
COM-233	Discuss with graduates about Engineers Australia opportunity	Oct 04, 2016	Oct 08, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-208	Discuss drink purchases with Faizan	Oct 04, 2016	Oct 08, 2016	Tesis Zimmer	Yaya Lu	TO DO	Unresolved

COM-227	Look at coffee machine prices	Oct 04, 2016	Oct 04, 2016	Michael Bennett	Yaya Lu	TO DO	Unresolved
COM-219	Vending machine PDF manual	Oct 04, 2016	Oct 04, 2016	Demi Chen	Yaya Lu	TO DO	Unresolved
COM-31	Tech talk - Makefiles and project setup	Jun 07, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	TO DO	Unresolved
COM-19	DSTO tech talk -- previous contacts there	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	TO DO	Unresolved
COM-17	Workshop on GPG and keysigning	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	TO DO	Unresolved
COM-14	Markup languages tech talk	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	TO DO	Unresolved
COM-16	Follow up Bob and LinuxVMs tech talk	May 10, 2016	Oct 04, 2016	Nick Sifniotis	Chris Claoue-Long	TO DO	Unresolved
COM-26	Vending machine PDF manual	May 10, 2016	Oct 04, 2016	Demi Chen	Chris Claoue-Long	IN PROGRESS	Unresolved
COM-164	Create a do-not-buy list for drinks, and see which drinks sell the best	Sep 20, 2016	Oct 04, 2016	Faizan Siddiqui	Yaya Lu	IN PROGRESS	Unresolved
COM-177	Get Chris Chow's keys	Sep 20, 2016	Sep 20, 2016	Amy Blunt	Yaya Lu	TO DO	Unresolved
COM-168	Check with FB reg. promotion costs	Sep 20, 2016	Sep 20, 2016	Nick Sifniotis	Yaya Lu	TO DO	Unresolved
COM-89	Organise photographer for new committee pictures.	Sep 02, 2016	Sep 20, 2016	Nick Sifniotis	Tesis Zimmer	IN PROGRESS	Unresolved
COM-32	Draft up a complaints handling documentation after seeking	Jul 18, 2016	Sep 01, 2016	Amy Blunt	Amy Blunt	IN PROGRESS	Unresolved
COM-22	Life members database hasn't been set up	May 10, 2016	Aug 24, 2016	Tesis Zimmer	Chris Claoue-Long	IN PROGRESS	Unresolved
COM-27	Get ABR access	May 17, 2016	Oct 04, 2016	Ash Wang	Tesis Zimmer	TO DO	Unresolved
COM-11	Switch over to the Atlassian Stack	May 10, 2016	Oct 04, 2016	Amy Blunt	Tesis Zimmer	TO DO	Unresolved
COM-105	Move PosterTemplate over to Bitbucket	Sep 11, 2016	Nov 01, 2016	Ash Wang	Chris Claoue-Long	IN PROGRESS	Unresolved
COM-143	Fix some formatting in the constitution	Sep 19, 2016	Oct 18, 2016	Yaya Lu	Ash Wang	IN PROGRESS	Unresolved
COM-91	Handover password manager	Sep 02, 2016	Oct 14, 2016	Ash Wang	Tesis Zimmer	TO DO	Unresolved

89 issues

Action Tesis Zimmer check Amy's minutes

COM-81 - check Amy's minutes
DONE

Events

New Event Forms

Date + Time	Event Name	Organizer	Summary
No New Events			

Previous Events Debriefs

Date + Time	Event Name	Organizer	Summary
	Pokemon go Crawl	Chris Claoue-Long	<ul style="list-style-type: none"> • Apox 30 pp • A few people we hadn't seen before • Awesome • Very easy to run No need to worry about alcohol rules
	CSSA goes to CBRINV	Nick Sifniotis	<ul style="list-style-type: none"> • Every one seemed happy • A lot of people shoed up • Might try make a regular event
	CRO Induction	Yaya Lu	<ul style="list-style-type: none"> • When relatively well • Some people weren't very happy with the results • It is feasible for it to be done once a term • Might want to make a bit ... formal
	Careers fair	Nick Sifniotis	<ul style="list-style-type: none"> • Most companies where happy • Some wanted more people to show up but since we were further away from anu central less foot traffic • Try get floating walls instead
	dodge ball	Tyrus Caldeira	<ul style="list-style-type: none"> • Room booked

Upcoming Events

Date + Time	Event Name	Organizer	Summary
Comp2600 Study event		Faizan Siddiqui	<ul style="list-style-type: none"> • Been having trouble with tutors but another hone has now said they are available • Need help with people bring BBQ stuff back • Will do printing latter
	Monthly munchies	Chris Chow	Not Present
6-9:30pm Tuesday 8/9	Trivia night	Nick Sifniotis	<ul style="list-style-type: none"> • Free for cssa members • Want as many people to come as possible
1-2pm Thursday 8/11	Indeed Tokyo	Nick Sifniotis	<ul style="list-style-type: none"> • Plan on taking them around canberra
1-4pm Thursday 8/18	Agile Workshop		<ul style="list-style-type: none"> • TBA <p>Action get Agile poster up Chris CL</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">COM-58 - get Agile poster up</p> <p style="text-align: center; color: green; font-weight: bold;">DONE</p> </div>
6-10pm Friday 8/19	Halo / Pokemon Night	Tyrus Caldeira	<p>Action check Booking for Pokemon night Tyrus</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">COM-59 - check Booking for Pokemon night</p> <p style="text-align: center; color: green; font-weight: bold;">DONE</p> </div>

Projects, Discussions, Updates & Other Business

Suggestion Box

Suggestion Received	Response from Committee
Actually keep stock of plasci cups plz 😞 (revisit)	Will get cup at next costco run

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CS Alumni Event

- 22nd October, 11-3pm
 - 4 hours all age group what to do
 - Possibly boardgames?
 - VR? video gaming
- Action** ChrisCL work out 4 hour event and bug us on slack

COM-62 - ANU Alumni event layout

DONE

Meeting CRO feedback

- Intimidating
- But everyone has been overall positive
- Someone suggested doing 1 on 1
- **Action** Yaya Lu follow up with Patric on feed back for CRO Meeting

COM-80 - follow up with Patric on feed back for CRO Meeting

DONE

Resulting Action items

COM-60 - Fix HipChat

DONE

COM-61 - Finish all task roll documentation


DONE

COM-63 - Finish all task roll documentation

DONE

COM-64 - work on task role documentation

IN PROGRESS

 **COM-65** - JIRA project doesn't exist or you don't have permission to view it.

COM-66 - Finish all task roll documentation

DONE

COM-67 - Finish all task roll documentation


DONE

COM-68 - Finish all task roll documentation

DONE


COM-69 - Finish all task roll documentation

DONE

 **COM-70** - JIRA project doesn't exist or you don't have permission to view it.

COM-71 - Finish all task roll documentation

DONE

 [COM-72](#) - JIRA project doesn't exist or you don't have permission to view it.



COM-57 - Upload all orgsync receipts
DONE

Close

Meeting closed at 15:36

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The next meeting is scheduled for Friday
19 Aug 2016, 15:00

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Amy Blunt

Secretary