

2016-09-11 Minutes - Joint Committee Meeting #1

11 Sep 2016 at 14:05

Attendees:

- Abbie Wade
- Amy Blunt
- Tesis Zimmer
- Yaya Lu
- Chris Claoue-Long
- Nick Sifniotis
- Faizan Siddiqui
- Sylvester Shan
- Ash Wang
- Demi Chen
- Jay Hansen
- Jack Adamson

Guests:

- Peter Quarel
- Alexander Soen
- Patrick Paton
- Nikhil Babu

Apologies:

- You Hong
- Tyrus Caldeira
- Michael Bennett
- Erin Hynes

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,	Feb 11,		Ash Wang	Tesis		TO DO	Unresolved

		2017	2017		Zimmer		
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 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 we will take up all of Hancock West for the event.	Feb 05, 2017	Feb 10, 2017	Ash Wang	Yaya Lu	DONE	Done
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	Oct 31, 2016	Nov 28, 2016	Demi Chen	Yaya Lu	TO DO	Unresolved

days for different courses.

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 Sifniotis	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

Welcome

- Congratulations!

Common Room Induction - ALL

TLDR; read code of conduct, do a good job

- Your job to make sure the room is a safe space, room is run appropriately
 - Not overly loud, arguing
 - No throwing stuff across the room
- You get access to the room
- Read the Code of Conduct -> located on the glass door
- Every 30 days, will need to renew your access (located on 2nd (near student services) & 3rd Floor)
 - Can call security if after hours, but otherwise best to be done between 9-5
- Required to clean the room ~every 1-2 weeks
 - Schedule provided/organised by CRO Rep
 - Make sure to swap if you can't make it (inform the CRO Rep)
 - Sign off when you have done it
- Make sure the room is in a clean state
 - Maintain "walking space"
 - Keep table space
- Deal with difficult situations
 - Make sure to handle it, and if too much, call the committee to seek help
 - Communications method TBA
 - **Agenda Item: Discuss in next meeting**
 - Until this is settled, probably use Facebook or emails (before Slack)
 - Call security if too much to handle
 - Assess the situation appropriately (whether just to give a warning, or inform security)
- It is your job to look after the CSSA!
- No alcohol (consumed OR drunk inside the common room), no drugs, and no sleeping
 - This is CSIT Building policy
- Must be a CRO/Committee Member in the room at all times the room is open
 - Make sure to kick everyone out (use the bell)
 - If there is only one in the room, make sure that person isn't using headphones (so they pay attention to what is happening)
- Other than that, have fun and enjoy yourselves!

Meeting Adjourned 2:25pm

Common Room Induction - Committee Only

Meeting Restarted 2:40pm

Minutes of the Previous Meeting

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

Moved: Jan Zimmer

Seconded: Yaya Lu

Unanimous For

Motion carried (Resolution 2017/01)

Events

Previous Events Debriefs

Date + Time	Event Name	Organizer/s	Summary
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9/2/2016 4:00-6:00pm	CECS Postgrad Monthly Munchies	Chris Chow	Not Present Agenda Item: Discuss this event next meeting (hopefully when Chris is here)
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Proposed Events

Date + Time	Event Name	Organizer	Summary
Over 12+ weeks	Guinness World Record Event	Patrick Paton & Jack Adamson	<ul style="list-style-type: none"> Have a CSSA event over the summer holidays to set a 48-hour guinness world record for a competitive game marathon Other smaller more specific marathons, etc. Some you can break two records at the same time (e.g. WoW) Cost: \$5 for attendance (for a new record), Free for reattempting existing record Try to get Reload to sponsor the marathon <u>Reg to abide by:</u> <ul style="list-style-type: none"> Need 2 witnesses at any point in time, 1 of them needs to be an expert in the game <p style="text-align: center;">COM-113 - Provide more details about the Guinness World</p> <ul style="list-style-type: none"> Record event for the next meeting DONE

Original suggestion:

04/09/2016 19:25:31	CSSA breaks some world records	Due to some of the gaming world records being incredibly trivial to beat. Jack and I want to run an event where we beat at least one world record. Most probably at least one of the marathon ones where we go to 48 hours.	Due to the requirements from the Guinness Book of World Records, Jack and I will be drafting up a more complex plan than this form allows. Example of trivial world records: Minecraft marathon is 35hrs WoW marathon is 29 hours A couple of others are 28hrs There is no current LoL. marathon world record Longest Minecraft tunnel took 50 minutes to mine (probably in creative)	About 12 weeks into the future	The things we need from the CSSA will be detailed in our draft plan. It shouldn't be much though, volunteers for the event itself and possibly some food should be good.	Patrick Paton
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Upcoming Events

Date + Time	Event Name	Organizer/s	Summary
TBA	Thank-You-Dinner for the 2015 Committee	Yaya Lu Amy Blunt	<ul style="list-style-type: none"> Booked a table for 15-20 people at Debacle, commencing (tonight) at 6pm, will cancel this Can arrange an alternative time during first week back if most people prefer that (date TBA) <p style="text-align: center;">COM-114 - Make a poll for the dinner</p> <ul style="list-style-type: none"> DONE <p style="text-align: center;">COM-115 - Make a poll for the next exec and committee meeting</p> <ul style="list-style-type: none"> DONE
12-13th September, 9am	Mental Health First Aid	Abbie Wade	<ul style="list-style-type: none"> http://cssamhft.getqpay.com Mental health is on at N101 9-3 both days (Monday & Tuesday) \$40, \$30 of that goes to the organiser \$10 goes to the food that we are told to provide TODO: Abbie Wade will shop for food tomorrow morning (12th September) <p style="text-align: center;">COM-116 - Shop for food for the mental health training</p> <ul style="list-style-type: none"> workshops on Monday and Tuesday DONE
19th September, 6pm	COMP2310 Study Event <ul style="list-style-type: none"> Handover to new Education rep 	Faizan Siddiqui & Demi Yu-Yun Chen	<ul style="list-style-type: none"> Handover to new Education rep Food TBA (BBQ is currently broken) - <p style="text-align: center;">COM-117 - Arrange food for the COMP2310 Study Event</p> <ul style="list-style-type: none"> DONE <div style="border: 1px solid orange; padding: 5px;"> <ul style="list-style-type: none"> COM-118 - JIRA project doesn't exist or you don't have permission to view it. </div> <p>(Chris Claoue-Long to discuss with new Education rep)</p>

October 6th	Universal Lunch Hour	Amy Blunt	<ul style="list-style-type: none"> Advertise EGN <p>COM-119 - Discuss with ANUSA regarding BBQ supplies being provided for Universal Lunch Hour DONE</p>
October 7th	Epic Games Night	Tyrus Caldeira	<ul style="list-style-type: none"> Motion: Grant Tyrus access to the EGN Google Drive folder, EGN email and JIRA/Confluence EGN folders to make organisation of the event easier. <ul style="list-style-type: none"> Moved: Chris Claoue-Long Seconded: Nick Sifniotis For: Unanimous Motion carried (Resolution 2016/09) Just give Tyrus access to the EGN folder for all of the above <p>COM-120 - Give Tyrus Caldiera access to the EGN folders on all platforms DONE</p> <ul style="list-style-type: none"> There has been a previous motion passed for a budget of \$2000 for EGN
Last Saturday of Term (TBA)	45th ANU Alumni event for the school		<ul style="list-style-type: none"> 11am-3pm, graduates of CECS School will pay for food etc. Would like our help to facilitate the event, be involved, etc. <p>COM-121 - Discuss the 45th CECS Alumni Event with the relevant representative DONE</p>

Projects, Discussions, Updates & Other Business

Suggestion Box

Suggestion Received	Response from Committee
<p>COMP1110 Stratopous Tournament</p> <ul style="list-style-type: none"> Suggested by Steve Blackburn <p>COM-122 - Set up the COMP1110 Stratopous Tournament server + organise the event DONE</p> <p>COM-123 - Discuss with Steve whether prizes are provided for the tournament DONE</p>	<ul style="list-style-type: none"> Ran COMP1140 Blockus Tournament last year (Nick Sifniotis wrote the server) Set up a big screen, let students play against each other Discuss with Steve whether prizes will be provided. Will need to supply food and the room. Approve this later.

Suggestions for Improvements to CRO Interview Process

Pat Paton suggested some improvements to the CRO Interview Process

- Change the Doodle interview timeslot poll to multiple choice
 - Let say all the options from 6-7 are taken, and I can only be there 6-7 but, most of those people who chose those slots, chose them because they were the earliest but could easily stay until 8
You can easily see the issue, with no easy resolution other than contacting people individually asking to see if the can come later
 - A solution would be to allow people to pick multiple options and then tell them when in their choice of options to come in for the interview.
- Have a committee member in the common room with a list of people and times, sending people over and letting people know if you guys are behind schedule. Preferably someone who knows what everyone looks like as well.
 - Will hence need to collect relevant photos of every candidate before the interviews
- Make the interviews a two-part process
 - First part: a face-to-face interview
 - Second part: a questionnaire sheet which lists more examples
- Reduce the number of interviewers to one or two people
 - Could run into issues with bias, perhaps keep track of the candidates answers and discuss the following meeting / over Slack?

New system created to improve the chances of new, unfamiliar students getting the position of CRO. Will recommend doing this again in the future.

Suggestion: Combine point 1 and 4. Reduces time significantly.

Agenda Item: **Will talk about this in the next committee meeting that involves deciding new CROs.**

Portfolio Descriptions & Assigning Roles

All documentations are provided in the roles section of Confluence.

- Industry
 - 2015 - [Nick Sifniotis](#)
 - Not just to get sponsorship money for the CSSA
 - Running industry events, companies on campus to talk about their companies, extra-curricular information
 - Giving everyone in the college the opportunity to get ready for a life in industry after graduation.
 - Organise the Careers Fair
 - Update the sponsorship packages
 - Currently companies seem to have a greater focus on a "talk" rather than an overall industry package (due to the number of international companies that are interested)
 - Sell "talk slots" where the companies can come in and talk to the students, e.g.
 - Try not to flood FB with frequent adverts to events, etc.
 - **Role handed to: [Nick Sifniotis](#)**
 - Communications
 - 2015 - [Tesis Zimmer](#)
 - Managing the database
 - Database backend for the CSSA
 - Memberships
 - Signup app for events
 - Service proposed to TechLauncher - [Chris Claoue-Long](#)
 - JIRA and Atlassian tools (centralised, have one password)
 - Managing emails
 - Writing and sending out the newsletter
 - Getting posters up and going
 - Basic communications to anybody and everybody
 - **Role handed to: [Tesis Zimmer](#)**
- Social
 - 2015 - [Tyrus Caldeira](#)
 - Run lots of events e.g. Lazer Tag, Dodgeball, Barbeques
 - Be cool
 - Ask for volunteers to help run events
 - Role is shared between committee members. There are lots of members who help co-organise events as well.
 - **Role handed to: Jay Hansen**
- I CS (Extracurricular & Projects)
 - 2015 - [Chris Claoue-Long](#)
 - Education and skills workshop events
 - Blends into Education
 - Extracurricular
 - Discuss and find out what the current members want to know
 - e.g. GPG Keysigning, CodeJam, How to use Version Control, Markup Languages
 - Tech Talks and Workshops
 - Work closely with Industry to interest other companies (e.g. Agile Workshop)
 - Skills Improvement
 - InstallFest - at the start of the year
 - **Role handed to: [Nick Sifniotis](#)**
- Education
 - 2015 - [Faizan Siddiqui](#)
 - Primary focus is organising Study Events
 - Organising tutors for the study events
 - Food etc. for the nights
 - Book the function rooms, contact the relevant authorities reg. events & bookings
 - Make posters etc. for the events
 - **Education role will be modified in the coming year, to include study events for all interested courses, not just core (as per the Director of Education's recommendations).**
 - **Role handed to: Demi Chen**
- EGN
 - **COM-124 - Discuss the role of EGN rep to the committee**
 - **DONE**
 - **Role handed to: TBA**
 - **Agenda Item: discuss next meeting, perhaps increase number of gen reps**
- COSTCO (**organise next meeting**)
 - Need to approve money
 - **Role handed to: TBA**
- Common Room Representative
 - Check suggestion box
 - For rest of role, see role documentation
 - **Role handed to: Jack Adamson**

NOTE: Your portfolio description should help guide your focus, but it is not your sole responsibility! In the end all committee members are expected to work together.

COM-125 - Discuss the role of International rep to the new committee
DONE

COM-127 - Discuss the role of Postgraduate rep to the new committee
DONE

Keys

Received From	Given To
Abbie	Amy
Jan	Jan
Amy	Jack
Volis	
Chris Chow	
Hong	Ash
Chris CL	Jay
Tyrus	
Yaya	Yaya
Nick	Nick
Faizan	Faizan
Joel	Demi

Verify Access to CSSA Software

Give all new committee members access to JIRA, Confluence and Drive.

Get in touch with previous committee to get access.

COM-128 - Give Demi and Michael access to Slack
DONE

COM-129 - Give all committee members access to JIRA & Confluence
DONE

COM-130 - Give all committee members access to the CSSA Email Address
DONE

JIRA can be accessed via: jira.anucssa.com

Confluence can be accessed via: confluence.anucssa.com

Alternatively, can access all CSSA-related links via: serv1.anucssa.com

Using CSSA Software

Slack

- Primary method of communication between committee members
- Channels - group chats between committee members, with different purposes
- There should be automatic notifications
 - Popups if active on Slack
 - Email notifications if not currently active (some people are having issues with this? Make sure to **set your preferences** to ensure

- you don't miss any important messages)
- Specify notification recipients:
 - @channel = notify everyone in the channel
 - @everyone = notify everyone
 - @<name> = to notify a specific person
- Add reactions, used to express "for" or "against" a motion on Slack (will be specified by the OP), typically thumbs-up (for) and thumbs-down (against)
- Make sure to log on at least once a day

JIRA

- Action items assigned to each person
- Try to update progress of items (e.g. "In Progress", "Done") before each meeting

Confluence

- 3 sections
 - Meetings
 - Contains minutes for previous meetings
 - Contains agenda items for the upcoming meetings
 - **COM-131** - Add the minutes from previous years
 - **DONE**
 - CS Admin
 - Contains role documentation (build as you go, so you can help next year's committee)
 - Balancing workload
 - Relationships
 - Who to talk to
 - Contact details for committee members (e.g. names, phone numbers)
 - Common Room information
 - Assets in the common room
 - Other important documents
 - Events
 - Record of events over the semester
 - Social events on one side, study events & co-curricular events down below
 - Update as you go, make sure to create a new event (add as either a **major** or a **minor** event, important for OrgSync purposes) when approved
 - Use a template to make it easier

Bitbucket - similar to git. Currently not necessary.

HipChat - similar to HipChat. Hoping to migrate to this sometime. Currently does not work, and [Abbie Wade](#) and [Benjamin Roberts](#) are working on fixing this.

COM-132 - Fix committee access to HipChat

DONE

Google Drive

- Planning on eventually moving all items into Confluence

Misc. Questions

- Barbecue - Alex Soen is thinking of getting rid of his barbecue, currently ours doesn't work.
 - **Agenda Item: Discuss in the next meeting**

The first meeting will be long -> plan what we are going to do in the next year.

Run roughly every two weeks, make sure to prepare thoroughly what you want to discuss. Helps with making the meeting prompt, productive.

Use Slack as your primary method of communication for urgent inquiries.

COM-133 - Remove the old committee from everything next Sunday (18th September)

DONE

OrgSync

- Method used to interface with ANUSA
- Can claim money back for the number of people who came to the event

- \$7-8 pp for major event
- \$5 pp for minor event
- Used primarily by the treasurer to organise events, and receive approval etc.
- Need to keep \$1000 for ANUSA's Insurance purposes
 - Therefore, minimum in account at all times must be \$1000!

Agenda Item: Discuss creation of "slackbot" to assist with Cleaning Schedule (Jack Adamson)

Agenda Item: Discuss CRO Slack - Jack Adamson to get admin privileges + add all committee members to the CRO Slack channels.

COM-134 - Add Jack as Admin to the CSSA Cros Slack page

DONE

Agenda Item: Discuss the possibility of adding more general representatives to the committee

Role Handover

Past and new committee members break off and provide handover details for individual roles

Misc. Action items

COM-108 - Update changes to treasury report, perhaps by next OGM

DONE

COM-109 - Authorise Paypal access for Committee

DONE

Paypal access is still under Stuart Herring's name, need the minutes for authorisation.

COM-110 - Make poll for committee photo-taking times

DONE

- Have a theme? (e.g. polo shirts)
- Use currently-available photos if unable to decide a time, and then improve later

COM-111 - Provide access to cssa email address for new committee + Abbie (for mental health training stuff)

DONE

COM-112 - Add a live membership database

DONE

Close

Meeting closed at 15:42

The next meeting is scheduled for 2016, .:

Yaya Lu

Secretary