

Meeting Opened 2:06

Present: Everybody!

Meeting Chair: Frames

(Is duly say on)

- Meeting Times
  - There was a script for meetings.
  - Does anyone object
  - 5:00 PM on Tuesdays
  
- Document storage
  - Just using UCC is not easy for
  - Dropbox
  - git
    - It's not friendly!
  - Google Drive
    - Uni accounts probably won't work.
    - No formal objections
  - Frames will set this up.
    - Documents will be placed within.
  
- Communication
  - Email is good, do we want a mailing list.
  - David will create an alias, which people can use if they care
  
- Research + Documents
  - People have found documents, this is cool.
  - We need to structure research
    - Structure as in the unit/textbook
    - Project lifecycle
    - Need someone to solely look at TBL
    - We have about a month.
  - Need harvard reference style.
    - Make sure that you keep URLs and/or references
    - We'll need a few.
    - Save everything in a 'Sources' document.
  - Summarising the relevent info out of the documents. (w/ Sources)
    - Break it up in-between Project Life-cycle
    - Do this for next week,
      - Concept: Frames
      - Planning: Quan, Enura
      - Execution: Alex, David
      - Finalization: Kamal, Yui
  - Make sure you do inline citations
  
- Final report needs to be 6000 words.
  - Probably have 1 page of notes per section
  
- Primary sources?
  - If we do it, do it via email.
  - Probably won't need to.
  - We're allowed to, now, so we might do it.
  - Due to the scale and international nature of the project, it seems infeasable to get primary sources in time.
  - Secondary sources are good though.

- People make closing remarks.

Meeting Closed 2:33 PM

Action Items:

Frames: Create Google Docs/Google Drive and email to everyone

- To be done by end of Wednesday

David: Create email alias

- To be done by end of Wednesday

Frames: Write summary for 'Concept'

- To be done by next meeting, 5:00 PM Tuesday

Quan + Enura: Write summary for 'Planning'

- To be done by next meeting, 5:00 PM Tuesday

Alex + David: Write summary for 'Execution'

- To be done by next meeting, 5:00 PM Tuesday

Kamal + Yui: Write summary for 'Finalization'

- To be done by next meeting, 5:00 PM Tuesday

Next meeting is 5:00 PM Tuesday 26 May in the Ground Floor of the Reid Library, unless otherwise noted.