**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

Minutes of the Customer Service Officers group meeting held on 25th August, 2010, in SIMWEN Room N423 Level 4 commencing at 4:10pm

**PRESENT**

Liz

Elizabeth

Kristen

Alex

Jenny

Christine

**APOLOGIES**

Zarrpona

**AGENDA** **ITEMS**

Discussion of content and design of charter.

Elizabeth says it should be simple and short. She has research of what should be in a charter and some examples.

Liz says that everyone should do some more research and find more examples to have a clearer perspective.

Action Plan – Each team must research and collect examples for Monday morning at group meetings at 8:30. Each group must decide what will go into the charter and discuss deadlines for the task. Each Customer Service Officer must remind their group of this meeting on Wikispace.

Deligate responsibilities for task.

This will be decided at group meeting on Monday morning when topics are deligated.

**ANY OTHER BUSINESS**

NIL

**DATE OF NEXT MEETING**

Monday 30th August 2010 at 9:30am

**CLOSE OF MEETING**

4:20pm on 25th August 2010

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**Chairperson Date**