**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

Minutes of the SIMWEN Group 3 meeting held on 16th August 2010, at the SIMWEN Class N423, Level 4 Perth Campus commencing at 10.35am.

**PRESENT –** Elizabeth Sien, Zarrpona Sarwari, Alex Jamal Al din and Andros Ivansyah

**APOLOGIES –**, Lindsey Organ

**MINUTES OF PREVIOUS MEETING –** distributed before meeting

**MATTERS ARISING FROM PREVIOUS MINUTES –** No matter arising.

**AGENDA** **ITEMS –**

* 1. Alex – organised a meeting with the Human Resources Officers and will be chairing at 11:15 on the day.
  2. Discussed deadlines for the business advertisement for the Group. Deadline set to 17th August 2010 and will be uploaded to wiki space for the Office assistants.
  3. Elizabeth – Office Assistants will be collecting business ad’s to put in the sale control sheets and upload it to wiki space.
  4. Discussed individual roles and progress made so far.
  5. Code of conduct will be uploaded to wiki space by Alex-Human Resources.

**ANY OTHER BUSINESS –** No other business

**DATE OF NEXT MEETING –** Wednesday 18th August 2010 at 12:15pm

**CLOSE OF MEETING –** 10:45am

**Elizabeth \_\_16thAugust 2010\_\_**

**Chairperson Date**