**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

Minutes of the SIMWEN Group 3 meeting held on 9th August 2010, at the SIMWEN Class N423, Level 4 Perth Campus commencing at 9.15am.

**PRESENT –** Elizabeth Sien, Lindsey Organ, Alex Jamal Al din and Andros Ivansyah

**APOLOGIES –** Zarrpona Sarwari

**MINUTES OF PREVIOUS MEETING –** Received after meeting

**MATTERS ARISING FROM PREVIOUS MINUTES –**

* Discussion of individual job roles and information & progress gathered so far.

**AGENDA** **ITEMS –**

* 1. Alex – organised a meeting with the Human Resources Officers. Meeting to be held at 9.40 on the day.
  2. Elizabeth – Office Assistants are not ready yet to start a meeting. Not much progress has been made.
  3. Lindsey – Administration Assistants to start a meeting at 9.40, Lindsey as the chairperson. Administration Assistants’ job role progress and deadlines to be discussed in the meeting.
  4. Discussed deadlines for the final newspaper article and business advertisement for the Group Assessment 1. Deadline set to 11th August 2010.
  5. Discussed individual roles and progress made so far.

**ANY OTHER BUSINESS –** No other business

**DATE OF NEXT MEETING –** Wednesday 11th August 2010 at 1.00pm

**CLOSE OF MEETING –** 9.20am

**Lindsey Organ \_\_9 August 2010\_\_**

**Chairperson Date**