

Merope Department

General

In **21th June, 2021**, a ordinary meeting is held. In total, **5** member join the meeting. The meeting last for **1.5** hours and all of the general matter are settle.

The meeting discuss for the future administration work, advocate of member participation and creation of the group constitution working group.

Our future

As a group of people that would held difference opinion, conflict might occur in conversation or collaboration. We are trying to simplify the work to as simple as possible, in order to preserve time for collaborating, not by arguing or heavy load of administration work.

Here are what we come up with:

- The process of creating a new project should be easy to access
- No one shall be mandatory to join a working group
- Work should be done in a fair cooperation process

Administration Work

The administration work flow we are having now is committed in verbal. And many guideline and rule are unclear. Therefore, we are trying to make a clear guideline and administration work flow for the actual preserve of meeting result and document.

Here are what we come up with:

- A Temporary guideline is presence before the actual one coming out. The Temporary replacement shall not be hardly enforced.
- Meeting report shall be available for reference, the report shall include all the important information.
- The target for the guideline and rule is to prevent the leaking of information to protect personal information and right.

Advocate of Member participation

In recent, we recognize that members are not quite active for serval reason. Either for working or studying. As the team grow stronger, participation become important. It is the key to success.

Here are what we come up with:

- Different field of topic shall be include to increase interest.
- Different genre of activity shall be held
- Specific topic shall be provide if requested
- Interest of each member shall be consider

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Author: Austin Revisor: NLA

Meeting Report

The goal of a meeting report is to keep members what is going on if they missed out a meeting, and for future reference for decision purposes and the fairness or every member contribution and comment.

Here are some general line:

- The report shall be easy to understand and read.
- The report shall contain decision making
- The report shall include changes to the group structure . (If applicable)

Constitution Work Group

The creation of the group constitution group is amended. There are **3** members currently, and goal for **4**. The group is in a preliminary status, and goal for a complete set of guideline and rule.

For further detail for the creation of the group, please reference to meeting record.