

National Education and Training Committee – Minutes

Date: Tuesday, 11 December 2018 at 11:00 AM – 12:00 PM AEDT

Location: Zoom video conference

Attendees: Maria Kavallaris (Chair), Quinn Besford (Melbourne), Jiajing Zhou (Melbourne), Yingjie Hu (Melbourne), Angel Tan (Monash), Ken Yong (Monash), Tahlia Meola (UniSA), Marnie Winter (UniSA), Geneviève Duché (UNSW), Eric Du (UNSW), Zach Houston (UQ), Natalie Jones (CBNS), Anne Meyer (CBNS)

Apologies: Ewa Irena Czuba (Melbourne), Ava Faridi (Monash), Nicholas Veldhuis (Monash), Frieda Mansfeld (UNSW), Declan Kuch (UNSW), Arunpandian Balaji (UQ)

Minutes

1. Welcome new members
2. Minutes from the last meeting accepted
3. Report on actions from the previous meeting
All actioned
4. Slides for node updates
 - During the Joint Education and Outreach Committees meeting in Terrigal, committee members asked for slides for committee updates at node meetings from the admin team
 - It was suggested that members build their own slides with information from the website using the CBNS template
5. Schedule first meeting in 2019

The first committee meeting in 2019 will be held in mid-February
A meeting schedule for the first half of 2019 will be coordinated before the first meeting in 2019 to help committee members better plan ahead

Action item: **AM** to schedule first meeting in 2019 and coordinate with MK

Action item: **AM** to schedule committee meetings for first half of 2019 according to MK's availability

Action item: **AM** to disseminate meeting schedule before first meeting in February 2019

Summary of Action Items

Area	Action Item	Actioned
Schedule first meeting in 2019	AM to schedule first meeting in 2019 and coordinate with MK	<input type="checkbox"/>
Schedule first meeting in 2019	AM to schedule committee meetings for first half of 2019 according to MK's availability	<input type="checkbox"/>
Schedule first meeting in 2019	AM to disseminate meeting schedule before first meeting in February 2019	<input type="checkbox"/>

Next meeting – **mid-February 2019**, 1 to 2 pm AEDT