



**Team:** The Australasian Artificial Intelligence in Engineering Education Centre

**Date:** Monday 5 Feb 2024, 12noon-1.10pm

**Present:** Scott Daniel, Rezwanul Haque, Sarah Lyden, Marina Belkina, Peter Neal, Ghulam Mubashar Hassan, Peter Neal, Sarah Grundy, Sasha Nikolic

**Chair:** Sasha Nikolic

**Minute taker:** Sarah Grundy

**Location:** AAEE Teams site

**Agenda:**

- Executive committee
- Structure, Terms of Reference
- Review SIG website
- AI stream AAEE conference
- Dissemination of SIG group

Minutes/Action items	Who/When
Executive committee Sasha Nikolic (P), Peter Neal (VP), Sarah Grundy/Marina Bekina (Secretary) Committee members (everyone else) Temporary site created	
Special Interest Group Terms of Reference Template created -Team meetings frequency: 2 weeks before AAEE Executive meeting (~6/year) -SIG is an outcome of the AAEE grant received in 2023	
SIG website domain name needed. A number of domain names suggested.	Sasha to present at AAEE meeting
GenAI stream approved at AAEE	
Clusters – a gathering of members into sub-topic groups has begun	
Implement showcase to be organised providing insights into GenAI implementations and projects.	May 2024?

Meeting closed: 1.10pm