# Fyre Music Festival

# Meeting Minutes

10th September 2019 (Week 1)

1. Call to order

Facilitator Name called to order the regular meeting of the Organization/Committee Name at time on date at location.

1. Roll call

Secretary Name conducted a roll call. The following persons were present: attendee names

1. Approval of minutes from last meeting

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
   1. Open issue/summary of discussion
   2. Open issue/summary of discussion
   3. Open issue/summary of discussion
2. New business
   1. New business/summary of discussion
   2. New business/summary of discussion
   3. New business/summary of discussion
3. Adjournment

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name

Mentor : Mr. Andrius Kuprys

Client : Mr. Andre Postma

Participants :

Abraham Nataniel

Cristin Rusnac

Edgaras Spridonovas

Rafael Aditama Karno

Todo list:

MoSSoW list

Phasing method (critical path diagram)

Project Plan(project decision), Constraints, Description

<https://d2slcw3kip6qmk.cloudfront.net/marketing/blog/2018Q1/critical-path-method/critical-path-project-management-template.png>