Minutes of: Title meeting

Moderation Name chair
Minutes taker Name minute taker
Those present Names of attendees
Absent (excused) None
Location of the meeting Room number/location
Date 03-06-2023 09:00–10:00

Overview of topics

1 Announcements

Supervisor needs to leave 10 minutes earlier due to a conference.

2 Approval of agenda

No comments

3 Approve previous minutes

The previous minutes are approved, no comments

4 Previous Tasks

- Everyone: last week,
  read the literature provided for the project, ✓

- Student X: today,
  bring cake to make a meeting nicer, ✗(forgot)

Task (next meeting): Bring cake to the meeting (Student X)

5 Topic 1

Some notes on the meeting . . .
Task (before the next meeting): The data needs to be downloaded and merged into a single csv file (Student X). Some more notes . . .
Task (7-06-2023): Create a github page and invite collaborators (Student Y). And possibly more notes . . .

6 Topic 2

7 Remaining discussion points

8 Final question round

9 Next Meeting

The next meeting will be on Friday 5th of June between 13:00-14:00 in C2.211. Student X, is absent do to hospital appointment

10 List of Tasks

11 Closing the meeting

The chair closes the meeting at 13:37