**Nicole Martin Menez BSIT - 2A Nov 15, 2023**

**Meeting Minutes**

Meeting Details

| Objective: | The objective of this meeting is to address various issues and concerns within the company, such as apologies for absence, introducing a new team member, discussing car parking problems, addressing staff morale, IT issues, financial reports, and general cleanliness concerns. The meeting aims to identify and discuss these issues, propose potential solutions, and make decisions to improve the overall functioning and morale of the company. |
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| Called By: | Rita (Managing Director) |
| Date: | November 15, 2023 |
| Time: | 9:28 PM |
| Location: | Sta Lucia Garden , Brgy Taculing Bacolod City |

Company name : Standard Insurance UK plc

Attendees: Rita MacDonnell (Managing Director)

Jason Somerville (Products & Marketing Director)

Lucy Strokes (PA to Rita)

Sue Carpender (Sales Director)

Julian Geddes (HR Manager)

Frank Lyons (Facilities)

Apollogies : Gary Cope, Carl Madden, Clive

Absentees: Joey Ballen Weasley, Janet Bowers

Agenda : Welcome New Team Member (Minute Taker)

Introduction of New HR Manager

Parking Space Allocation

General Updates

Any other Business

Meeting of Minutes:

00:00 Meeting started

00:05 Apologies for Absence

00:48 **Introductions**

Fact | Jason Somerville introduces himself as the new Project and Program Manager for Marketing. He mentions the loss of the HR manager, Sarah Bryant.

Fact | Lucy Strokes introduces herself as the PAT Reader. Sue Carpenter introduces herself as the sales director. Julian Geddes introduces himself as the new HR manager.

01:35 **Car Parking Issues**

Concern | Lucy discusses the car parking problems caused by Orchard and Shipman moving into the new offices. The sales team raises concerns about the lack of parking spaces and proposes priority parking.

Decision | The decision is made to allocate three car parking spaces for visitors.

04:24 **Parking Allocation**

Decision | It was suggested to allocate parking spaces to Sue and Jason. There was also a discussion about Jason taking up two spaces.

Decision | It was agreed to send a list to all staff advising them about the priority parking.

Decision | It was suggested that anyone parking inconsiderately should lose their car parking privilege.

05:39 **Staff Morale**

Concern | There is a concern about low staff morale indicated by low sales figures and increased sickness absence in some departments.

Fact | The recent launch of Comet software has caused problems due to lack of training and resulting mistakes.

Fact | Issues raised include lack of training, lack of effective appraisals, restructuring, job losses, and poor management.

09:24 **Team Building Activities**

Decision | The team decided to send a questionnaire to the staff and put the team building activity options to a vote.

10:36 **IT Issues**

Decision | The team agreed to minute accounts and ensure that electricity bills are paid on time.

12:36 **Financial Report**

Concern | There is a general cleanliness problem in the shower room. It was discussed that this issue should be scheduled for the next meeting.

14:06

**Meeting ended**