**Meeting Minutes**

**Date:** June 1st, 2022

**Attendees:**

* Samantha Mason, CEO
* Alex, head of information
* Rachel, Admin
* John, head of finance
* Matthew, head of research

**Topic of discussion: Working from home**

Some of the members of the team find it beneficial if there is a policy in place for working from home.

**Votes and Opinions:**

1. Matthew: **Yes**. Some team members’ work doesn’t involve to much communication with the team or the customers. Competitive market requires flexible working. Idea should explore.
2. John: **No**. There can be some insurance and costing issues.
3. Alex: **Yes**. Costing is not much of an issue since most people have their own computer available at home. People with family can benefit from working from home. Working from home reduces stress.
4. Rachel: **No**. Not a good idea since it can be unfair to other members of the team.

**Actions:**

1. Matthew and John: look at organization, cost, insurance information involved with working from home and present next meeting.