**Meeting Minutes**

**Date:** May 31, 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**

Item 1:

Item 2:

**Agenda and Decisions taken:**

1. Item 1:

Discussion summary:

Actions:

Decisions:

1. Item 2:

Discussion summary:

Actions:

Decisions:

1. Item 3:

Discussion summary:

Actions:

Decisions:

**Next meeting discussion topics:**

1. Item 1
2. Item 2
3. Item 3

**Next meeting date and time:**