

Facilitator:
Participants:
Date:

1 Meeting Agenda

Group meeting for Basta.Gruppen.LTD, group ID: 19.

2 Objectives (5 min)

- Resolve any issues preventing the team to continue.
- Short clear descriptions.

3 Reports (15 min) from previous meeting

- Each group member reports outcome of assigned issues, see also 'outcomes and assignments'.

4 Discussion items (35 min)

- Discuss the identified issues, and possibly new or more general issues (very short notes and/or keywords).

5 Outcomes and assignments (5 min)

- Outcomes from discussion items. Write down what's decided and why it was decided. Sync with other documentation (add terms to wordbook).
- (re)Assign to each group member which issues to solve.

6 Wrap up

- Write down any unresolved issues for next meeting.
- Decide a time and location for next meeting.