

Meeting Agenda

Date:

Facilitator:

Participants:

1. Objectives (5 min). Resolve any issues preventing the team to continue.

- Short clear description ([http://en.wikipedia.org/wiki/Issue_tracking_system]|use an issue tracking system]).

2. Reports (15 min) from previous meeting

- Each groupmember reports outcome of assigned issues, see also 4)

3. Discussion items (35 min)

- Discuss issues from 1 and 2, possibly new or more general issues (very short notes and/or keywords)

4. Outcomes and assignments (5 min)

- Outcomes from 3). I.e. write down what's decided and why it was decided? Sync with other documentation (add terms to wordbook)

- From outcomes, 1), 2) and 3) (re)assign each groupmember issues to solve.

5. Wrap up

- Write down unresolved issues for next meeting.

- Time and location for next meeting