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