Meeting minute

|  |  |
| --- | --- |
| Project name: | Metting date: |
| Place: | Duration: |
| Meeting purpose: |  |

**Team**

|  |  |
| --- | --- |
| Attendance | Absent |
|  |  |
|  |  |
|  |  |

**Roles**

* Facilitator:
* Note taker:
* Time keeper:

**Agenda**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Deadline |
| Topic 1: not enough day off | Student | Today |
|  |  |  |
|  |  |  |
|  |  |  |

**Issues**

|  |  |  |
| --- | --- | --- |
| Topic | Discussion | Deadline |
| Topic 1 | Increase school duration (staff), Increase days off duration (Student) | Next week |
|  |  |  |
|  |  |  |
|  |  |  |

**Next Week**

|  |  |  |
| --- | --- | --- |
| Action | Who? | Deadline |
| Topic 1 | Global team | Next Week |
|  |  |  |
|  |  |  |
|  |  |  |