**Meeting Purpose:**

To update each other on our own findings and decide on the final content to be included in the presentation. To delegate the subtasks/subtopics among ourselves and to decide on the structure and flow of the presentation.

**Before the meeting:** Each member explores the topic and shares their findings, include it in the shared document (<https://docs.google.com/document/d/1ei4X9GIWrBhGNSznbBsBBFsjD3RdT-TRyoi_FDOLYuY/edit> )

Questions to be discussed:

1. Why is it important
2. How – techniques to manage conflicts
3. Example of scenarios and how to act accordingly

**Agenda:**

* Share our findings
* Discuss the differences in findings
* Decide on the flow of the presentation
* Finalize the content/ main topics to be used

**Time:** 12:00 – 12:20