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| 1. Meeting Title: Company high-level issues discussion meeting 2. Meeting Data: May 3. Meeting Venue: Meeting room 4. Meeting Facilitator: Marcus 5. Attendees: Marcus, Paul, Maya and Matt 6. Obsentees: None 7. Absentees: John 8. Note Taker: Lydia |
| Agenda Items: 1. Discuss relocation and plans for flexible working;   1. Discuss broad meeting; 2. Discuss the costs break down for the relocation; 3. Presentation of online survey results.   Presenter: Paul Discussions: Macrus: Thank Paul and his team for all the hard work putting on this project.  Matt: The proposal sounds fine, but everyone needs time to read through Paul’s proposal in more details.  Maya&Paul: Agree with Matt.  Presenter: Marcus  Discussion: None  Presenter: Maya  Discussion: Matt: The costs allocated to IT are less than the costs estimated, so his department will require a lot of over-time.  Maya: IT is responsible for a large part of the relocation costs, and there are some problems with the allocation.  Matt: Any IT cost related to marketing will be covered by marketing budget.  Maya: The IT department has been broken up into segments.  Macrus: Take a break and continue the discussion after lunch.  Presenter: Miss Patricia Reyes  Discussion: Start at 11:30  Bone of Contention: The costs allocated to IT  Opinions: Maya: Tried to allocate the relation costs across the department as far as possible.  Matt: IT is still taking too many costs.  Decision Made: No.  Open issues: Whether the costs allocated to IT are reasonable or not. |
| Adjourned: Macrus  Facilitator’s Signature:  *Macrus*  Note Taker’s Signature: *Lydia* |