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Morning Meeting

Friday, 09.04.2025

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**Presentation link:** [**Mock Meeting for Minute Taking**](https://www.youtube.com/watch?v=ItIpCy7o0L4&ab_channel=LearningLove)

# Attendees

Chairperson (facilitator)

Participants: approximately 5 role‑players (e.g., project manager, finance rep, marketing rep, HR rep, IT rep)

Minute taker (student)

# Agenda

Welcome & introductions

Review of previous actions

Project updates (each department)

Budget concerns

Marketing campaign timeline

AOB (Any Other Business)

Next meeting confirmation

* Chairperson asks if prior action items are completed.
* No significant carry-over issues noted; all tasks reported as complete.

**Project Updates**

* **Project Manager:** Overall timeline on‑track.
* **Finance:** Slight overspend flagged – need review.
* **Marketing:** Campaign creatives in progress; testing phase soon.
* **HR:** Recruitment for new roles is ongoing.
* **IT:** Software upgrade scheduled for next week.

**Budget Issues**

* Finance rep highlights ~£5,000 over budget due to increased supplier costs.
* Decision: Reallocate funds from contingency; budget reforecast required.

**Marketing Campaign**

* Timeline set: creative development ➝ internal review ➝ soft launch.
* Risk: potential delays from regulatory sign‑off.
* Action: Marketing to coordinate with Legal by next Tuesday.

**Any Other Business (AOB)**

* Chair asks for any other items.
* No further issues raised.

**Decisions Made**

* Reallocate contingency funds to cover overspend.
* Budget to be reforecast with finance and project leads.
* Legal and Marketing to align on regulatory approval timeline.

# Action Items

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| Reforecast budget | Finance & Project Manager | End of week |
| Legal check on marketing materials | Legal team & Marketing | Next Tuesday |
| Schedule IT software upgrade | IT team | End of next week |

# Next Meeting Agenda Items

To be confirmed → Chair will propose via email; likely same time next month.