Minutes of Meeting

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| **Summary** | | | | | |
| **Meeting Topic** | Meeting | | | | |
| **Date** | 26. Jun 2024 | **From** | 13:30 AM | **To** | 14:30 PM |
| **Location** | Büro Kurz | **Note Taker** | Hartlauer Sandra | **Duration** | 1 hrs |

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| **Agenda** | |
| **Time** | **Topic** |
| 35 mins | EazyBooks |
| 25 mins | BA |

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| **Attendee List** | | | |
| # | **Name** | **Present?** | **Reason of Absence** |
| 1 | Sandra Hartlauer | Y |  |
| 2 | Marc Kurz | Y |  |

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| **Meeting Notes** | |
| 1 | Projektziele finalisieren und klären, was bis zur Präsentation fertig sein soll |
| 2 | Forschungsfrage und Inhaltsverzeichnis der Bachelorarbeit klären |

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| **Action Items** | | | |
| # | **Task** | **Person Responsible** | **Due Date** |
| 1 | EazyBooks fertigstellen bis Präsentation | Sandra Hartlauer | Presentation |
| 2 | Recherche für Bachelorarbeit machen | Sandra Hartlauer | 01.10.2024 |