Meeting minutes

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

:

# **Team**

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

# **Role**

* Facilltator:
* Note taker:
* Timekeeper

# **Agenda**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Deadline |
| Topic 1: Not enought days off | student | Today |
|  |  |  |
|  |  |  |
|  |  |  |

# **Issues**

|  |  |  |
| --- | --- | --- |
| Topic | Discussions | Deadline |
| Topic 1 | Increase school druation ( staff), Increase days off duration (student) | Next week |
|  |  |  |
|  |  |  |

# **Next weeks**

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