Meeting minutes

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

## Team

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

## Roles

* Facillitator:
* Note taker
* Timekeeper:

## Agenda

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Deadline |
| Topic 1: not enough days off | Student | Today |
|  |  |  |
|  |  |  |
|  |  |  |

## Issues

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

## Nex weeks

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