Group meeting (Feb 22)

Timeslot: 14.24 – 15.25

Moderator: *Oliver*

Referent: *Anisa*

**Attendance**

Not present: *Henrik, Alexander, Chris, and Shivaram*

**Agenda**

**Creating the SEMP document**

* Filling out as much as we know about:
  + Planning
    - We have written down the project deadlines.
  + Decision management
  + Risk Management
    - We have stared our risk management and asserted some risk.
* The rest of the SEMP has been filled with “to be done”.

**Dividing responsibilities**

* Deciding who communicate with AGCO.
* Deciding who communicate with our sub-contractors.
* Deciding who communicate with Stefan and do hand-in.
* Deciding who will be the referent, moderator for each meeting.
  + We created a table that states who will be the referent and moderator for each meeting going forward.