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EIT Pro 4
Session I

Meetings, agendas, minutes

3 March 12.15-13.00

Warming up

Requirements English Project 4
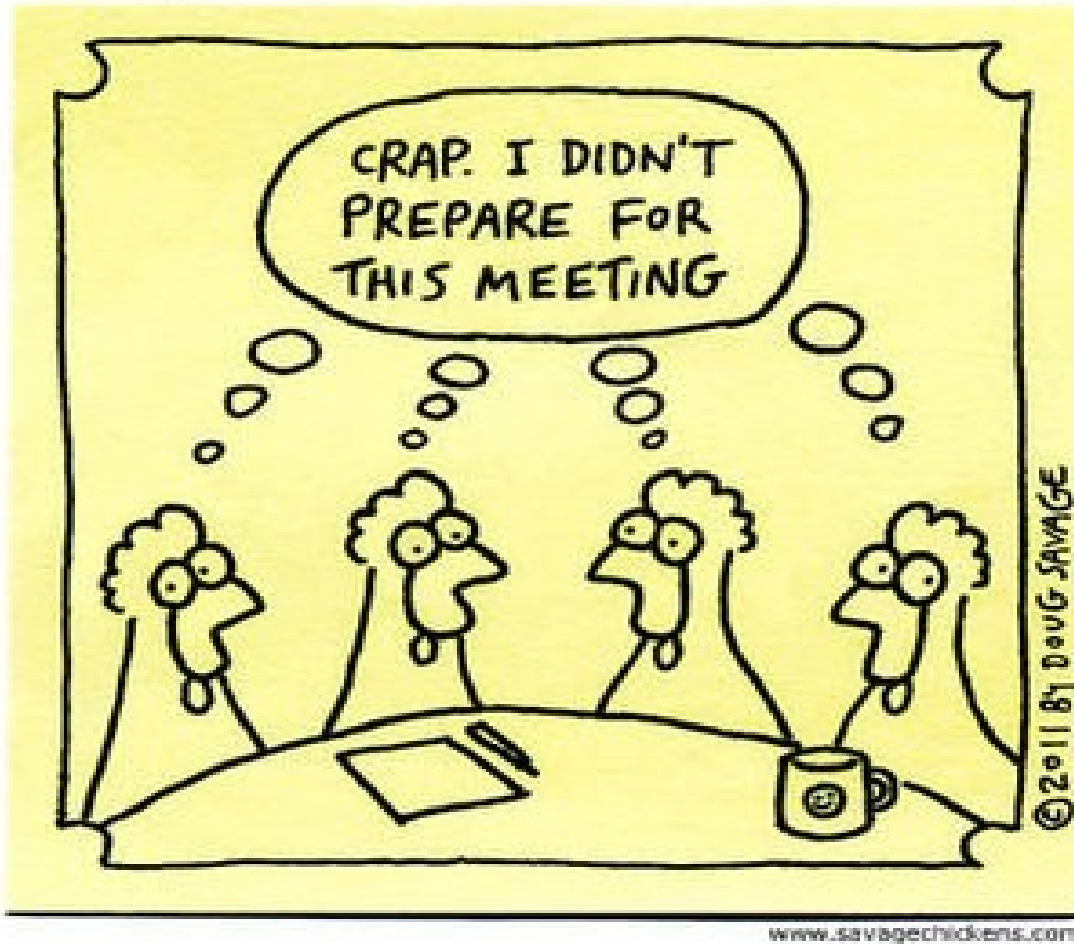
Grades:

(1) Minutes and agendas Feedback für das erste, Note für das zweite

(2) Presentations

(3) Executive summaries and abstracts

STEP 2:   **Drawing up the agenda**
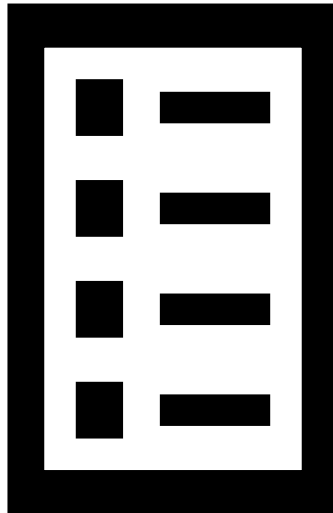
- *Objectives*
- *Time*
- *Details*

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University of Applied Sciences and Arts
Northwestern Switzerland

EK
Energiekonzepte AG
P3 10102

Meeting-Invitation

Meeting goal:	Knowledge transfer about the Excel tool's standards
Project name	Evaluation of an Excel Based Tool for Determination of Optimal Sunshade Systems
Project Nr:	P3 10102
Project members	LM - Lorenz Matter (Project Leader)
	PB - Patrick Bartholome
	MN - Mathis Noisternig
Client:	EK Energiekonzepte, Mr. Stefan Bürkli
Coaches:	KS - Karen Schrader
	CS - Christoph Sibold
Date:	Monday, 2 November 2015
Time:	9:45 - 10:30
Location:	Klosterzelgstrasse 2, 5210 Windisch, Building 1, 3rd floor, Room 1.337

Agenda:

Nr.	Agenda item	Person responsible	Time allotted
1.	Welcome, introduce the team and present goal of meeting	LM	3'
2.	Approve the minutes of the last meeting	all	2'
3.	Briefly introduce the project and project goals	MN	5'
4.	Summarize the standards and clarify reliability, usability and market potential.	PB, MN, LM	20'
5.	AOB	all	10'
6.	Feedback from coaches	KS, CS	5'

Background information

EK Energiekonzepte AG is a partner for all companies, which are involved in the building industry. They help their customers with questions on issues such as energy, building physics and sustainability. The solutions consider aspects of ecology, user comfort, architecture and the profitability of all projects.

Pre-meeting preparation

- Summary of tool standards.
- Study the vocabulary list.

meeting agenda_11

Goals:	- Review the project final report with Mr Stuber.
	- Organize the project's final steps.
	- Review the poster's final steps.
Location:	To be confirmed. University of Applied Sciences Brugg-Windisch
Date:	13.12.2019
Times:	09:15 - 10:00 with PS; 10:15 - 11:15 project team internally
Attendees:	PS - Peter Stuber (coach)
	BQ - Bastian Quillet (project-leader)
	MH - Mario Huegi (team member)
	RA - Rodolfo Arellano (team member)
	BC - Beatriz Cepeda (team member, chair)
	FI - Florian Iff (team member, minute taker)
Next Meeting:	20.12.2019, place to be defined, University of Applied Sciences.

Agenda items

Nr.	Agenda item	Person responsible	Time allotted
1.	Opening of the meeting.	BC	< 3'
2.	Review the project final document. Feedback from PS.	BC	40'
3.	Decide how to proceed. Discuss next steps. Where will the next meeting take place?	BQ/BC	2'
	BREAK Start of the team internal meeting: 10:15		
4.	Analyse the given feedback from PS	BC/BQ	5'
5.	- Distribute open tasks (update the "task-file"). - Organize further procedure (final steps of the project). - Time to discuss uncertainties.	All	20'
6.	AOB	BC	5'

Pre-meeting preparation

- Finish all previous distributed tasks.
- Think of uncertainties you would like to address in the group.

At the meeting:

What roles are there at a meeting and what are their functions?

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Useful language for meetings

➔ See DETAILED GLOSSARY in script

CONTROLLING

OPINIONS

UNDERSTANDING

MAKING DECISIONS

PROBLEM-SOLVING

After the meeting: **Minutes**

Why?

➔ Documenting decisions taken, informing people who were absent

How? Summary minutes:

as short as possible, future and pending tasks should be indicated, complete record of concrete information and decisions reached

Date: Thursday, 28 April 2011
Time: 2:35 – 3:15 pm
Place: UAS, North Building, Room 4.225 in Windisch
Attendees: Stefan Schmidt
             Simon Vogel   (minute-taker)
             Pascal Brunner   (project manager)
             Sebastian Meier   (chairperson)
             Susi Smith   (guest)

Absentees: none

Items: 1. Approval of the minutes from the last meeting
             2. Review of the project's progress
             3. Electrical schematics
             4. AOB

1. Approval of the minutes from the last meeting
As there were no corrections, comments or changes to the minutes, they were accepted as written.

2. Review of the project's progress
 Stefan improved the analogue circuitry which analyzed the signals …

Minutes: _____
Minutes approved by: _____

Action points:
- *Who is responsible*
- *By what date..*

minutes

1. **Welcome and introduction of the meeting's goals**

    BQ welcomes Mr. Stuber and the team. He explains today's agenda points and moves directly into reviewing the project document. PS agrees on this procedure. There are no AOB's today.

2. **Review the project document. Feedback from PS**

    BQ opens the document. He goes through the first pages and table of contents. He comments that the introduction and management summary will be added from one of the individual ones the team has done before and improve it.

    BQ follows to the next chapter (2. Fundamental concepts and definitions of fruit drying). It is argued whether or not to move some content to the appendix but since the following chapters refer to this content, BQ concludes to leave most of it as it is and recommends MH to move a table (currently table 11.2) and graph (currently figure 11.1) to the appendix.

    After going through the basic knowledge, BQ moves to chapter 3 (Gebana AG's current situation of mango drying in Burkina Faso) and suggests MH to add a short introduction and complete 3.1. Description of the production chain for dried mango. BQ asks how the correct way would be to reference Elvira's emails and PS suggests adding an extract of the relevant section of the email in the appendix.

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Tips and tricks
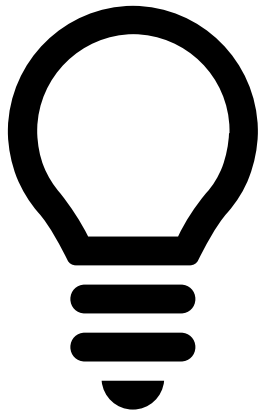
- Use the agenda to format the minutes
- Don't transcribe
- Note down action points
- Type up as soon as possible

Language
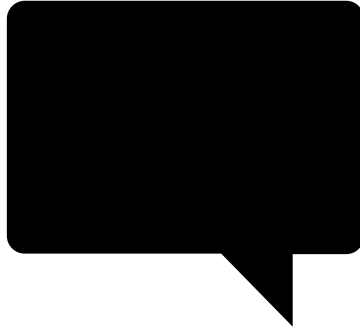
- *Formal language*
- ***Past tense (***simple active or passive)*
- *Will-Future for future actions*
- *If detailed record necessary: reported speech*

Language   **Reivew reported speech**

Useful video:

review reported speech

MEETINGS – Sign up for slots

Meeting slots -- sign up here

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IT'S TIME

We've covered a lot of ground…

Thank you all for coming

I think that's it.