



Role of Secretary

The secretary is responsible for taking notes during the meeting but also helps the chair with preparing and following up on action items. In addition, the secretary is responsible for communication with team members and the teaching assistants and for organizing documents. This means that the secretary is responsible for submitting documents to Brightspace on time.

Tips for taking minutes

- Prepare the meeting well, so you know the agenda items and objectives.
- Limit the minutes to what was discussed and decided in the meeting.
- Make a clear note of the actions: what the agreement entails, when the action must be carried out, and who is responsible.
- Elaborate on the notes and share with team members and/or non-team members.

Take minutes of what was decided and what actions were taken

Record (so write down) what was decided and what actions there are. You are free to take detailed notes of the entire meeting. But it can take a lot of time and is not always necessary. Therefore, it is recommended to limit yourself to the main discussed topics and to list decisions and action points. This is sufficient for keeping track of your project meetings. You can, for example, use one list that is attached at each meeting with the new decisions and/or actions. You can think of tools like Miro or Trello and such to keep track. Each decision must be accompanied by the date (i.e., during which the meeting) the decision was taken. We provide a solution for this in the template below.



Taking minutes

Agenda for the team meeting [Project].

Location: PC Hall 1
Date: 15.03.2022
Time: 14:45
Attendees: Borislav Semerdzhiev
Christopher Charlesworth
Maosheng Jiang
Ivans Kravcevs
Sashwat Sahay
Stefan Stoicescu

Agenda items

Opening by Chairperson

No minutes.

Sprint 2 – Summary

PROGRESS:

- Created most major “must” tasks
- Updated the communication between client and server
- Created the thread for rounds on back-end
- Created the thread on the front-end for polling

Sprint 3- Starting from this sprint:

- We will have a meeting with approvals of all the “MUST” tasks in the next Tuesday
- Create reviewers for the merge requests and send messages in WhatsApp
- Prioritize things in the start of the sprint
- Finish the TrimmedGame in priority
- Admin panel – low priority
- Clone the repository, to create a database

Summary of action points

Give an overview of the division of tasks. What is expected from whom and when? Make an action list.

Action items	Who is responsible	Deadline
<i>Finish TrimmedGame</i>	<i>Shash, Ivans</i>	<i>ASAP</i>
<i>Do all the “MUST” tasks</i>	<i>All</i>	<i>22.03</i>
<i>Change the working side(back-end/front-end)</i>	<i>All</i>	<i>Till the end of the project</i>

Feedback round



No feedback

Closing

No minutes