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Minutes of project meeting [project name]

Subject:	Project innovate - second pool meeting	
Date:	2.6.2025	Time: 9:00
Place:	1.012	
Chairman:	Pharrell Buckman	Minutes secretary: Peter Kapsiar
Present:	Everyone	
Absent:	Noone	

Information

- Progress update in general

- Individual time sheet inspection

- Design showcase

- Current product status

- Individual self assessment and feedback review

Decisions

- Time sheet needs a summary page with total hours

- The team must keep up the working pace

- Pharrell's leadership has improved over time

Action points

What?	Who?	When?
Add summary page to time sheet	Alex	Today

Next meeting

- Date: undefined

- Place: undefined

- Time: undefined