**Organization Name**: Fair Threads

**Meeting Topic**: Deliberation on the request of staff being allowed to work from home.

**Date**: 04/01/2025  *Time*: 12:00noon **Location**: Conference room

**Name and Roles of those who attended meeting:**

1. Samantha Mason –Chief Executive Officer
2. Alex – Head of information
3. Rachel – Admin staff
4. John – Head of Finance
5. Matthew Head of research

**Objectives**: To deliberate on the request by Matthew the head of research on approving the request for staffs to work from home.

Samantha Mason calls on Matthew to give background on the issue.

Matthew responded concerning outcome of meeting held with staff and request to work from home.

Samantha nodded the request affirming it has not been an issue but question why they wanted it as a policy and invited input from those in the meeting.

John kicked against the idea suggesting further deliberations on the matter with regards to the cost and insurance implications.

Alex counter John argument with reasons and suggested the idea was welcome with some specifications on how the work from home may be implemented.

Samantha applauds Alex suggestion beckoning on Rachel for her input.

Rachel counters the idea siting the disadvantages to her department with reason of unfairness to some departments if approved.

Samantha bridges into the suggestion siting the need for further deliberation and considerations, the need to through more light on the insurance.

John supported on the need to consider the health and safety implication.

Samantha calls on Matthew to respond to the feedbacks on suggestions made.

Matthew tries to balance the argument and stress the need for further consideration.

Samantha rounds on the issue siting the for and against while assigning Matthew and John to further do a research on the matter in pari passu to what is obtainable with the competitors.

John and Matthew accept request.

Samantha rules on the matter requesting to discuss further on the matter in a fortnight with a presentation from John and Matthew, requesting to move to another issue for consideration.