Minutes of Staff Meeting



Date: 10/12/2019

Present:

Absent: -



# Call to order

Start time: 9:45

End time with mentor at: 10:35

Chairman:



# Terms of co-operation

Project leader:

Chairman:

Minute-Taker:

Member:

We are using an application called Discord to communicate between the team members. To communicate with the mentor and the client we are using e-mails.

In case something happens and the attendance to the meeting is not possible the team members will send a message to the group explaining the cause.

The members of the team that are attending the meeting will communicate the new decisions, news and the subjects discussed during the meeting to the absent team member/s.

In case there are not enough members to sustain the meeting, the date will be rescheduled.

Ideas should not become decisions without discussing with all the team members. Ideas should be discussed in order to improve our teamwork and our overall project.



# Next Meeting

With the mentor

Tuesday, 10th of December starting at 9:30

With the client

Tuesday, 10th of December starting at 10:30



Today’s decisions

| # | Subject / decision |
| --- | --- |
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**Note: Find more specific information about the decisions taken in the state of action table.**



**State of Action**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Time spent minutes** | **Action** | **Absent** | **Deadline** | **Progress**  **status** |
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