

## Weekly Meeting Minutes 26/10/2016

Attended: Ian, Justin, Roderick, Sara, Remco and Erudini

Absent: Osman

Meeting commenced at 19:00 (26/10/2016)

### **Project Update:**

1. Sharing Knowledge project: No updates.
2. Building a future project: No updates. Ramani will show pictures on the 27<sup>th</sup>.
3. Equal chances project: No updates. Ramani will show pictures on the 27<sup>th</sup>.
4. Schoolbag Project: Thomas and Milah are very excited to work hard on this project and therefore we need to work together and support them. A facebook page has been made for them which can be used but is awaiting pictures and a few other details (information). They are expected to meet Ramani in the near future.

### **Financial and IT Update:**

Thomas has access to teamleader and whydonate. Small amounts go through whydonate and larger donations go through teamleader.

### **Communication Update:**

We got feedback from the meeting we had for BeenMC. They already made their financial plan for 2017 so there is no chance for us this year but we did learn a lot. This was a good experience and allowed us to learn.

### **Meeting Process:**

We started off by talking about how we should motivate each other. Then we went through each task and updated them as we went along. Then we agreed with the way we want to donate stuff for the schoolbag project. Then Justin asked everyone about whether they had any bottlenecks and what solutions we could have to help each other. Sara mentioned that we were a little slow in passing on information and that this might be a barrier that we have to overcome to become more efficient.

### **Announcements:**

- When giving feedback to anyone remember to stay positive.
- Help Thomas and Milah with the Facebook page and awareness.
- Look at the letter that Roderick made for Ivo.

### **Progress on action points:**

Look at the action list for all new actions and the progress of current actions.

Meeting adjourned at 19:25