Weekly Meeting Minutes 27/07/2016

Attended: Ian, Justin, Roderick, Sara and Erudini

Absent: Salome, Remco and Osman

Meeting commenced at 19:00 (27/07/2016)

**Project Update:**

1. Sharing Knowledge project: Erudini and Osman met up to discuss how to re-energize this project and start making a strategy for it.
2. Building a future project: Ramani showed Justin the receipts (Bills) for the project. Therefore there is now proof and a record of all the financial spending that took place until now. She has €150 remaining and will start working on the water system.
3. Equal chances project: Ian, Sara and Roderick met up to start working on this project. They prepared a presentation and showed it to all the board members so that next week we can vote on the initiation plans and get started. The presentation emphasized that we were going to sponsor 80 kids at €50 per kid per year for 3 years. They then showed us a flow chart with the processes and went through the financial plan. The presentation also showed the strategy they want to apply, activities and a specific timeline.
4. Emergency Help project: No update

**Financial and IT Update:**

* We used office365 – skype for business for the online meeting.
* Justin emailed the accountant and has an appointment with him.
* It was decided that Ramani would contact Justin directly when it comes to the bills and financial records of the pittewella project.

**Communication Update:**

* Ian went through Google adworks and believes it’s a valuable tool that we should use. Wietse might be able to help us with this.

**Meeting Process:**

It was the first meeting where we used skype for business and not google. The meeting began with everyone’s general update on what they did for Boost. Then Ian, Sara and Roderick presented the new plan of approach for the ‘Equal chances’ project. They will send it to all members so that a vote can be taken on it next week. After this we went through the action list and then called the meeting to an end.

**Announcements:**

* Roderick will not be reachable until the 9th of August.
* Please get familiar with sharepoint

**Progress on action points:**

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

Meeting adjourned at 19:40