Weekly Meeting Minutes 04/05/2016

Attended: Osman, Roderick, and Erudini

Absent: Remoc, Ian, Justin and Salome

Meeting commenced at 19:00 (04/05/2016)

**Project Update:**

1. Sharing Knowledge project: Awaiting Sjoerd’s report still.
2. Building a future project: Spoke to Ramani, and she is facing a small problem with the local people, who after seeing Ian (a foreigner) are now expecting more money. (this a problem of corruption and will be handled the best possible way by stating exactly how much money we will spend and on what we will spend it on).
3. Equal chances project: The Project Process is being made (nearly completed).

**Financial Update:**

Invoice has been sent.

**IT Update:**

No Updates

**Communication Update:**

* Thank you card for OGD was sent.
* A draft newsletter was made and is on the drive.
* OGD agreed to the ‘wall of fame’ idea.
* The press release was looked at and corrected. (on the drive so everyone can look at it)
* Osman spoke to Laura and she wants to finish the website before the she goes on holiday which will be before the 20th of May. For the website, Osman wants to make a flow chart (in progress) so that there will be a clear guideline of what we need on the website.
* Osman also made a video to introduce himself to the team which he can share on social media.

**Boost Update:**

No updates

**Announcements:**

Look at the current action list.

For all those members going on holiday, we wish you a great vacation.

**Progress on action points:**

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