

Weekly Meeting Minutes 12/10/2016

Attended: Ian, Justin, Roderick, Sara and Erudini

Absent: Osman and Remco

Meeting commenced at 19:05 (12/10/2016)

Project Update:

1. Sharing Knowledge project: There is a German girl going next semester. Maybe if she agrees she can go through Boost. Ramani emailed her about it and we are waiting for a response.
2. Building a future project: They started work again and on Friday, Sameera will go there and next week let us know what the progress is.
3. Equal chances project: Roderick wrote a letter for Ivo but is waiting for a few pictures from Ramani.
4. Schoolbag Project: Sara has assigned everyone to tasks. Thomas and Milah and working on ways to gather money for the project.
5. Emergency Project: finalized on the website

Financial and IT Update:

- Justin and Remco will meet to work on teamleader.
- Justin updated the balance sheet and will find a way to give a weekly and a monthly financial update.
- Koen van Vliet is thinking about donating once again. This time he would like to give a donation monthly for 12 months. (€100*12)
- Thomas has been updated about which methods he can use to get donations for the schoolbag project and will be added to teamleader.

Communication Update:

- A FB post was made welcoming Thomas and Milah to the team.
- Remco and Roderick are getting ready for the meeting with BeenMC, they made the presentation.
- Osman updated the website (added Google Analytics and Google Search Console)

Meeting Process:

The meeting began with everyone's general update on what they did for Boost. Then we went through the task list and went through each action point. The tasks were simultaneously updated while we spoke about them and Justin added comments and notes to them if needed. The meeting ended with a few general comments and positive sayings.

Announcements:

- Share and post the FB messages about Thomas and Milah.
- Need to make an appointment with Ramani. (please use the app to make it transparent for everyone and easy)
- Remco get better soon.
- For the next monthly meeting Osman would like to take nice pictures of all of us. (dress accordingly)
- Boost had its birthday on the 18th of September and it would be nice if we go out for a small celebration.

Progress on action points:



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

Meeting adjourned at 19:35