Weekly Meeting Minutes 31/08/2016

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

Absent: Justin

Meeting commenced at 19:00 (31/08/2016)

**Project Update:**

1. Sharing Knowledge project: No updates.
2. Building a future project: Ramani gave an update about the status of the water system. Due to bad weather conditions the drains that they dug up have washed away causing a small delay.
3. Equal chances project: We are still waiting to get contact for a meeting with BeenMC.
4. Emergency Help project: No update
5. School Bags: No update
6. Jungle Plantation: No updates

**Financial and IT Update:**

* Justin took a small course to learn Twinfield and therefore is able to work faster and better with TeamLeader.

**Communication and Networking Update:**

* Osman would like to work more on the website and would therefore prefer it if the verification code from the gmail account would go to him directly.
* Osman will look at the organization HumbleBundle and learn more about their NGO selection process.
* Sara will also take a look at Phillips Foundation and learn about how they gather funds.
* Roderick and Sara want to contact malaika kids and get back in touch with them to see if we can create a win-win situation with them.
* Ian spoke to Wietse and he mentioned that he would like to get more involved with Boost Foundation. This means that he would like to join one of the monthly meetings and maybe help us with the Google AdWords.
* Milah and Thomas are back from holiday, this means that we can start working together with them on the jungle plantation project and schoolbag project.
* Erudini spoke to a girl called Gawithrie who wants fund projects in Sri Lanka and take a closer look at Boost Foundation.

**Meeting Process:**

The structure for this meeting was slightly different from previous meetings. We began by going through the last week’s minutes and agreed that from next time we would all read the minutes before the meeting so that everyone agrees upon them. Then we went through the action points and asked each member to give us an update on each action they have and to add any new one’s if they did. After updating their action points we also mentioned and new updates or information that we wanted to share. After each member went through this we closed the meeting.

**Announcements:**

* Read the minutes and your action points before each meeting
* The monthly (4th of sep) begins at 13:00 at OGD Delft

**Progress on action points:**

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

Meeting adjourned at 19:40