Weekly Meeting Minutes 14/06/2017

Members attended: Roderick, Remco, Osman, Marc and Erudini

Absent: Henk, Justin, gert-Jan and Ian

Meeting commenced at 19:01 (07/06/2017)

No updates about the projects.

**Meeting Process:**

* Roderick began the meeting by asking everyone about what they did for boost.
* Remco came back after his one month boost holiday. He went through the minutes and expressed that he felt concerned that we don’t have any sponsors yet for the projects.
* Osman placed Marc’s new photo on the website. He also mentioned that he spoke to Merve (our new communications associate). He will have bi-weekly contact with her and would like to invite her to the group at a weekly meeting so that she can get more involved. He also mentioned that at the moment we are getting a lot of views and that the Google AdWords has really increased our awareness. We had 2000 views last week. He is working on making a proper landing page.
* Marc had no new updates.
* Erudini mentioned that she wrote the minutes but also replied a lot of emails regarding volunteers. She finished and sent Adrian’s role description. She also stated that she won’t be there for the next monthly. (Because of time constraints with regard to her study/thesis) Remco agreed that he will fill in for her for the meeting and will write the minutes for it.
* Roderick filled in the role description (for vice-president and event manager) that Erudini had requested. He also spoke to his sister who would email him a list of potential donators from their work CRM system. Once he gets the list he will contact them and pitch our projects. He mentioned that he doesn’t think he will find one company that will give a really big donation but that maybe a few that give smaller donations.
* Roderick also spoke during the meeting about the changes he made to Minuwangamuwa project plan. (Updated Remco with the changes to the risk mitigation section.) Roderick also mentioned that we will give donators 3 options if we have money left over, which are 1) get it back, 2) put it into an emergency fund or 3) put it into the equal chances fund.
* Remco also said that he won’t be able to be project leader and help get money in. Roderick told him that he would prefer if Remco helped bring money in and not to worry about the leadership cause Roderick has it under control.
* Roderick ended the meeting by stressing that we are a team and that we should make a group effort in collecting money since that is our main priority at the moment.

**Announcements:**

Please look into your own network and see if you have any leads for possible sponsorships.

**Progress on action points:**

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

Meeting ended at 19:23