



Weekly Meeting Minutes 24/01/2018

Members attended: Justin, Erudini and Marc

Absent: Ian, Osman, Remco, Gert-Jan

Meeting commenced at 19:11 (24/01/2018)

Meeting Process:

- The meeting started with everyone stating how they were doing.
- Justin mentioned that he would have some more free time this week and will dedicate that time to working on the financials for Boost. This involves the end of year financial report as well.
- Erudini said that she read the project report that Marc had sent to everyone about MSMGA. She also started working on the annual report.
- Marc had finished the project report for MSMGA and would like feedback for the other members. Justin told Marc that there might have to be a few changes in the report with regards to the budget and the way it was written down (Which part is going through Boost and which part is not). The total value was mentioned in the report but we should specify which part is actually going through boost. Marc also said that he will work with Ian in the weekend and also with the MSMGA team. The team still needs to sign a few legal documents and after that they can plan the project execution further.
- Marc also announced that there is a change in the law regarding privacy with our CRM system. We are not allowed to fill in the contact information without having legal consent from that person. This means that even if it is our family or friends, they will have to sign up for it or give permission for it themselves. Marc will explain this law once again at our next monthly meeting so that everyone is updated and notified about the new legislation. The new law gets implemented on the 28th of May.

Announcements:

- Please read and respond to the project report Marc made for MSMGA.
- Please already think about topics and tasks that we need to do for the next monthly meeting and for the annual meeting preparation.

Meeting ended at 19:28