



Weekly Meeting Minutes 17/10/2018

Members attended: Remco, Erudini, Gert-Jan, and Osman

Absent: Ian and Justin

Meeting commenced at 18:00 17/10/2018.

Updates from attendees:

- Erudini:
 - Our new volunteer agreed with FuturCare on the period she will be teaching: 2nd of January till the 5th/6th of April.
 - Talked with Justin about further details with the handover of the financials.
 - Contacted a lot of friends to join the pub quiz. Looks like 2 teams will be joining.
- Gert-Jan:
 - We need to switch to Microsoft Teams from Skype for Business. It's a better product than Skype. I will mail a short guide how to use it.
- Osman:
 - Is going to make flyer for the pub quiz. To be distributed at charity event and OGD.
 - Contacted the teams that already signed up on the old date to confirm the new date. No response yet.
 - Proposal: Next week work group to finish preparations for the pub quiz.
- Remco:
 - No updates.

Plan board:

- We didn't update the Microsoft Planner because of time restrictions.

Announcements:

- None.

Meeting ended at 18:30