

Team Meeting

30/08/2018 08:30 - 10:30

Presenters Bob Smith, Jennifer Nichols, John Hamilton, Kara Martinez

Attendees Bob Smith, Fatima Campbell, Jennifer Nichols, John Hamilton, Kara Martinez, Liam Pettit

Location Conference Room

1. FOLLOW UP FROM PREVIOUS MEETINGS

08:30-08:55

Presenter(s): Jennifer Nichols

1.1. REVIEW ONGOING PROJECTS

Presenter(s): John Hamilton

1.1.1. IDENTIFY COMMON CHALLENGES AND POSSIBLE SOLUTIONS

2. INTRODUCE NEW ITEM

08:55-09:20

2.1. NEW EVENTS

Presenter(s): Kara Martinez

2.2. NEW PROJECTS

Presenter(s): Kara Martinez

3. REVIEW OF BUDGET

09:20-09:45

3.1. BUDGET VS. ACTUAL SPENDING DATA

Presenter(s): Bob Smith

4. REPORT OF BOARD MEETING

09:45-10:10

Presenter(s): Jennifer Nichols

5. ADJOURNMENT

10:10-10:30