Appendix 9: Sample meeting report

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Minutes of Project: <Enter project name>
Date: <enter the date of the conversation/meeting>
Note-taker: <enter the name of the person who prepared this document>
Present: <enter the names of those who were present for this discussion>
Absent with notice: <enter the names of those who were absent with notice
Absent without notice: <enter the names of those who were absent without notice>
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Agenda

<Enter the list of topics as they appeared on the agenda during the meeting. For example:>

Approval of the minutes from the previous meeting
Discussion of action list
Discussion of decision list
Discussion of issue log
Discussion of risk log (new risks and obstacles)
Project progress
Schedule adjustments
Consultation with management
Question round

1. Approval of minutes from previous meeting
Piet remarked that his comments concerning the developments of new software by the competition were not accurately recorded in the report. He will send a brief e-mail to the note-taker with a correct reflection of his ideas. The others in attendance approved the minutes.

2. Action list
A number of actions were cancelled, and other new actions were reported.
<<Please refer to the separate document entitled ActionsAndDecisions.doc>>

3. Decision list
Please refer to the separate action-and-decision list for information on the decisions that were taken.
<<Please refer to the separate document entitled ActionsAndDecisions.doc>>

4. Issue log
Please refer to the separate issue log for information on the issues that are currently awaiting action.
No new issues were reported this week.

5. Risk log
Henk has learned of a new risk that we had overlooked. What should we do if our software supplier declares bankruptcy? This risk has been noted in the risk log. Klaas will consider the matter further and see what our contracts with the supplier say in this regard.
Please refer to the risk log for further information.

6. Project progress

Partner 1
The Java wing is working hard to realise the software. Three engineers are now assigned to the project.
The testers are working to prepare the test scripts. Henk asked Marie whether he had sent this to Floor. Kees reported that the plans for detail testing are not deliverables. The test scripts are, however, if the partner wishes insight into the plans in question. This is obviously always possible.

Partner 2
Floor reported that she is now working on a new name for the product. Henk will go ahead and prepare a change proposal that will explain the impact of this change on the project.
The estimate for licenses has now been received from the supplier.
Floor remarked that she would like to submit another report to the financer in early October. We agreed to submit the report to the partner five working days after the end of September.

Participants in the previous period

Name	Position
Piet Pieterse	Operations manager
Jan Jansen	Project leader
Etc.	Lead Engineer Client PRODUCT
	Technical Architect
	Lead Engineer Server PRODUCT
	Java Engineer
	Java Engineer
	Quality/Testing manager
	Testing Coordinator

Participants in the coming period

Name	Position
Klaas Klaaszoon	Operations manager
Marie de Boer	Project leader
Etc.	Lead Engineer Client PRODUCT
	Technical Architect
	Lead Engineer Server PRODUCT
	Java Engineer
	Java Engineer
	Java Engineer
	Java Engineer
	Java Engineer
	Java Engineer
	Quality/Testing manager
	Testing Coordinator
	Tester

7. Schedule adjustments

The chart below reflects the new schedule, which the current project partners consider realistic at this time.

Phase/Milestone	Starting date/Milestone	Ending date	Who
Preparation	7-4-03	6-6-2003	Partner1
Design	7-4-03	6-6-2003	Partner1 + Partner2
Decision-making	10-6-2003	13-6-2003	Partner1 + Partner2
Design approval	13-6-2003	13-6-2003	Partner2
Implementation/Testing	30-6-2003	28-11-2003	Partner1
Delivery of first version	28-11-2003	28-11-2003	Partner1
Test of acceptance	1-12-2003	2-01-2004	Partner2
Support for acceptance test	1-12-2003	2-01-2004	Partner1
Acceptance	2-01-2004	2-01-2004	Partner2
Substantive user test	2-01-2004	25-06-2003	Partner2
Support for substantive user test	2-01-2004	25-06-2003	Partner1
Optimisation	28-06-2003	27-08-2003	Partner1
Delivery of second version	27-08-2003	27-08-2003	Partner1
Guarantee	27-08-2003	26-11-2004	Partner1

8. Consultation with management
In his role as project leader, Klaas had consulted with management. Management would like the project to be completed within one month, or two at the most. Klaas reported that he did not consider this feasible, but that the team would do its best to make it (the impossible) possible.

9. Question round
Marie remarked that the meeting had already lasted for two hours, even though the goal had been to limit it to forty-five minutes. She asked everyone to try to keep the meetings short.

Henk states that he will be unable to attend the next meeting.

Next meeting(s)

Type: Progress conference
Frequency: weekly
Day: Tuesday 19 Augustus 2006
Time: 13:00
Location: Partner 1, Rotterdam office
Attendees: Klaas, Henk, Floor, Marie
Absent: Henk

Tentative agenda:
1. Meeting report from previous meeting
2. Action list
3. Decision list
4. Deviations from specifications
5. Project progress
6. Scheduling (milestones/changes)
7. Overwork/underwork
8. Issue log
9. Risks and obstacles
10. Other matters/Question round

Appendix (appendices)
Action/Decision list for the Project
Issue log
Risk log