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Meeting: 1 Project Project™ Meeting

Time: **2018-08-20 10:00-10:50**

Place: **Uppsala, Sweden**

Organizer: Martin Tilly

Participants:

- Martin Tilly (UNIK Partner)
- John Smith (External consultant)

Not present:

- Carl Adams (Procurement) – stuck in traffic

Author of meeting notes: Martin Tilly

Approval of meeting notes: N/A

Pre-read: No pre-read was sent out

Agenda:

1. General update (Martin Tilly, 15 min)
2. Presentation of change requests (John Smith, 15 min)
3. Discussion about change request (all, 10 min)
4. Decision and wrap-up (Martin Tilly, 10 min)

Expected outcome:

1. All participants are update
2. Decision on change request

Meeting notes:

Notes from the meeting...

Decisions from meeting:

Id	Date decided	Decision	Decision impact	Decided by
1	2018-08-27	Project change request approved	Marketing communication affected - All persons producing marcom material needs to be informed.	Martin Tilly

Action list:

Id	Date decided	Action Agreed to be performed	Responsible	Deadline Agreed to be completed by	Closed Actual completed date	Status/Comment
1	2018-08-25	Inform about suggested change request	John Smith	2018-08-27	2018-08-27	
2	2018-08-27	Execute change request	John Smith	2018-08-25		Ongoing