

Management meeting

Contoso Executive Team (demo)

Decisions Inc.

Date	2023-06-15
Time	11:00 - 12:00
Location	Microsoft Teams Meeting; Room 45
Present	Stian Skarnes Gregory, Jonathan Doe Smith, Elizabeth Andersen, David Jeffries, Jane Charlotte Miller

Table of contents

1 - Meeting opening	3
2 - Minutes from previous meeting	4
Attachments	
Meeting minutes - 2023-06-08	5
3 - Status updates	6
3.1 - Update from IT	7
Attachments	
IT Status update	8
3.2 - Update from Finance	9
Attachments	
Finance Status update	10
3.3 - Update from Marketing	11
Attachments	
Marketing Status update	12
4 - Finance Q3	13
Attachments	
Finance Q3	14
5 - Presentation of model GF7a	15
Attachments	
Presentation of model GF7a	16
6 - AOB	21

1

Meeting opening

11:00, 5 min

For Information

Elizabeth Andersen

2

Minutes from previous meeting

11:05, 10 min

For Decision

David Jeffries

Review and approval of minutes from the previous meeting.

Attachments

[Meeting minutes - 2023-06-08](#)

Date	2023-06-08
Time	14:00 - 15:00
Location	Microsoft Teams Meeting; Room 43
Present	Stian Skarnes Gregory, Jane Charlotte Miller, Elizabeth Andersen, David Jeffries, Jonathan Doe Smith
Absent	
Note Taker	Stian Skarnes Gregory

Agenda

1 - Meeting opening

2 - Minutes from previous meeting

David presented the minutes from last week's meeting, there were no comments or requested adjustments.

Decision: The minutes from June 1st were approved.

3 - Status updates

Updates were given by IT, HR, and Sales.

IT: Nothing special.

HR: New HR resource hired.

Sales: 5% above forecast last month.

4 - IT and infrastructure

Jonathan presented the new infrastructure plans, with estimated timelines and costs.

Task: Update page 3 in the infrastructure document with revised estimates @Stian 2023-07-01

5 – AOB

David mentioned that we need to replace the coffee machine on the 3rd floor.

Task: Order a new coffee machine @David 2023-06-25

...

There being no further topics to discuss, the meeting was adjourned.

3 Status updates

11:15, 15 min

For Information

All

Brief updates from the business areas, focus is on topics that have a cross-area impact.

3.1 Update from IT

Jonathan Doe Smith

For Information

Attachments

[IT Status update.pptx](#)

IT Status update – Management Meeting

- Software
- Hardware
- Infrastructure
- Licenses
- Open tasks
- Personnel

3.2 Update from Finance

Jane Charlotte Miller

For Information

#finance

Attachments

[Finance Status update.pptx](#)

Finance Status update – Management Meeting

- Q2 numbers
- Procurements
- Sales
- Open tasks
- Personnel

3.3 Update from Marketing

Elizabeth Andersen

For Information

Attachments

[Marketing Status update.pptx](#)

Marketing Status update – Management Meeting

- Social media
- Other media
- Other numbers
- Open tasks
- Personnel

4

Finance Q3

10 min

For Information

Jane Charlotte Miller

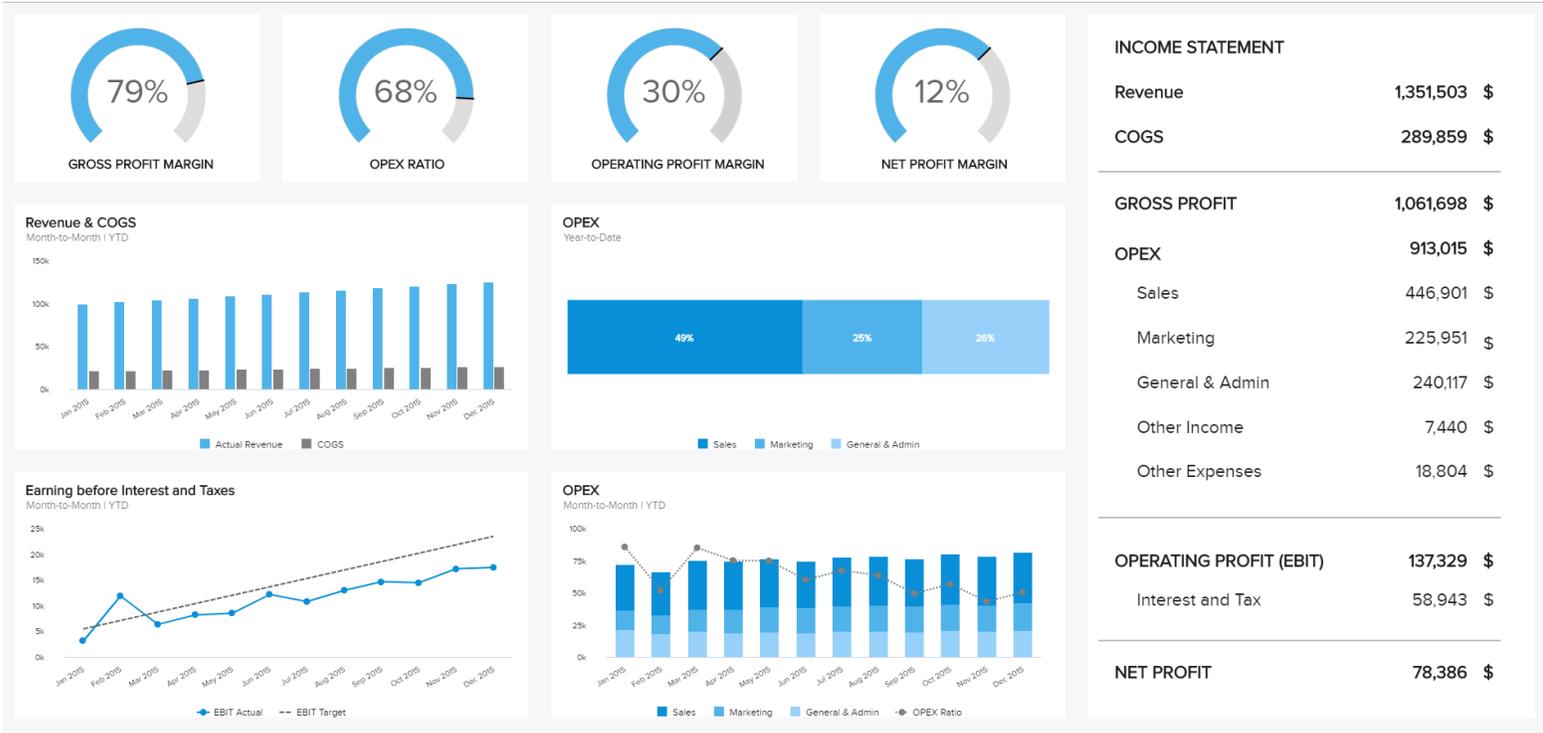
There are some financial updates and revised numbers. See attached report.

[#finance](#)

Attachments

[Finance Q3.docx](#)

Finance Q3 (Demo data)



5

Presentation of model GF7a

15 min

For Information

Magnus Mjøsund

The representative from Company X will give a 15 minute presentation of their new model.

Attachments

[Presentation of model GF7a.pptx](#)

Presentation of model GF7a

Contents

- Updates from the previous model
- Color choices
- Price
- Additional information

Presentation of model GF7a

Updates from the previous model

- 50% faster
- 35% More energy efficient
- Lighter
- Smaller

Presentation of model GF7a

Color choices

- Red
- Green
- Blue
- Orange
- White
- Black

Presentation of model GF7a

Price

- Depending on configuration and color

Presentation of model GF7a

Additional information

- Backward compatibility
- User friendliness
- Much more

6

AOB

5 min

For Discussion

All