

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
Absent	
Note Taker	Stian Skarnes Gregory

Agenda

1 - Meeting opening

Stian welcomed everyone to the meeting, and after a few minutes of chit-chat the meeting started.

2 - Minutes from previous meeting

The minutes from the previous meeting were approved on the condition that agenda item 3.2 is updated with a clarification.

Task: Update agenda item 3.2 with clarifications about the process @Stian 2023-07-01

Decision: Minutes were approved with clarifications

3 - Status updates

The representatives gave brief updates from their individual departments.

3.1 - Update from IT

Jonathan informed us about the status of the new infrastructure project, mostly going as planned, there will probably be a two week delay due to the vendor being out of stock.

Task: Update the project timeline, considering a two-week delay @Jonathan @2023-04-07

3.2 - Update from Finance

Jane reports that the numbers are looking to be more or less on target. There is an initiative to hire a new staff member.

Task: Hire new staff member @Jane 2023-09-01

3.3 - Update from Marketing

Marketing costs are looking to be 5-7% higher than estimated due to an increase in paid-media advertising prices.

4 - Finance Q3

Jane gave a thorough presentation of the Q3 numbers. There is still some uncertainty related to the procurement budget.

5 - Presentation of model GF7a

Participated: Magnus Mjøsund

We received a presentation of the new model from Magnus; the representative from Company X. Jonathan raised some concerns about the color choices and pricing but noted that this should not impact our decision.

Decision: We will acquire the new model in Q4

6 - AOB

There were no other topics, and the meeting was adjourned.

All open tasks

Task	Assigned to	Due
Order a new coffee machine	David Jeffries	2023-06-25
Update agenda item 3.2 with clarifications about the process	Stian Skarnes Gregory	2023-07-01
Update page 3 in the infrastructure document with revised estimates	Stian Skarnes Gregory	2023-07-01
Hire new staff member	Jane Charlotte Miller	2023-09-01
Update the project timeline, considering a two-week delay	Jonathan Smith	2023-07-04