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| 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 |