

## MINUTES

Management meeting  
Contoso Executive Team (demo)

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

### Agenda

#	Title	Minutes
1	<b>Meeting opening</b> 11:00, 5 min For Information <i>Elizabeth Andersen</i>	Stian welcomed everyone to the meeting, and after a few minutes of chit-chat the meeting started.
2	<b>Minutes from previous meeting</b> 11:05, 10 min For Decision <i>David Jeffries</i>	The minutes from the previous meeting were approved on the condition that agenda item 3.2 is updated with a clarification.  <b>Task:</b> Update agenda item 3.2 with clarifications about the process @Stian 2023-07-01  <b>Decision:</b> Minutes were approved with clarifications
3	<b>Status updates</b> 11:15, 15 min For Information <i>All</i>	The representatives gave brief updates from their individual departments.
3.1	<b>Update from IT</b> For Information <i>Jonathan Doe Smith</i>	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.  <b>Task:</b> Update the project timeline, considering a two-week delay @Jonathan @2023-04-07
3.2	<b>Update from Finance</b> For Information <i>Jane Charlotte Miller</i>	Jane reports that the numbers are looking to be more or less on target. There is an initiative to hire a new staff member.

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		<b>Task:</b> Hire new staff member @Jane 2023-09-01
3.3	<b>Update from Marketing</b> For Information <i>Elizabeth Andersen</i>	Marketing costs are looking to be 5-7% higher than estimated due to an increase in paid-media advertising prices.
4	<b>Finance Q3</b> 10 min For Information <i>Jane Charlotte Miller</i>	Jane gave a thorough presentation of the Q3 numbers. There is still some uncertainty related to the procurement budget.
5	<b>Presentation of model GF7a</b> 15 min For Information <i>Magnus Mjøsund</i>	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.  <b>Decision:</b> We will acquire the new model in Q4
6	<b>AOB</b> 5 min For Discussion <i>All</i>	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