**MINUTES**

**Meeting:** (Name of Meeting)

**Date:** January 31, 2019

**Time:** 3:00 am – 4:00 pm

**Location:** Boardroom A

**Attendees:** Wayne G., Serena W., Lebron J., Hayley W., Cassie C.

**Regrets:** Terrell O.

**Facilitator:** Chris B.

**Note taker:** Justin T.

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| --- | --- | --- |
| Start Time | Item | Owner |
| 11:00 am | Welcome and Territorial Acknowledgements*We acknowledged and thanked (the First Nations on whose lands you are meeting) for allowing us to live, work and play on their traditional lands.* | Chris B. |
| 11:20 am | Report on Project X* *Project charter complete and approved by executive.*
* *Serena will assemble the project team and have an initial meeting by February 7th.*
* *Serena will provide an update at next team meeting.*
 | Serena W. |
| 11:30 am | Topic 1* *High-level notes*
* *Etc…*
 | Hayley W. |
| 11:40 am | Topic 2* + *High-level notes*
	+ *Etc…*
 | Lebron J. |
| 11:45 am | Roundtable* + *High-level notes*
	+ *Etc…*
 | All |
| 12:00 pm | Adjourned | Chris B. |

**Meeting Ground Rules**

* Put cellphones on silent mode during the meeting.
* Each team member comes prepared with a topic for the roundtable.
* Etc..

**Parking Lot**

* Clarification on project management team composition for future projects eg how do we select project team members?
* Etc…

**Items for Follow-Up:**

* Progress Report on Project X | Serena W. | Due: Next Meeting – Feb 7 2019
* Follow-up item #2 | (who is responsible) | Due: (Date)
* Etc…