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| **Harvard ManageMentor — RUNNING A MEETING TOOLS** |
| *Meeting Minutes Form March 17, 2010* |
| *Start filling out this form in your meeting to keep track of the issues discussed and the decisions made in the meeting. After the meeting, fine-tune the form and then send it out to all meeting participants and any other people interested in the results of the meeting.* |
| **Meeting Topic:** | Teacher Appreciation and Project Objective # 4 |
| **Attendees:** | Arjune Vadawattie, Hernandez Raquel, Kahn Nicholas, King Katherine, Patel Ashir, Wiest Corissa |
| **Purpose:** | To discuss teacher appreciation luncheon on 25 March 2010 and finalize objective # 4  |
| **Objectives:** | Select where to get the food for the luncheon, designate job responsibilities for the event, and designate a manager for objective # 4  |
| **Agenda Item #1:** | Introductions and review of last minutes  |
| Options/Points Raised: |  |
| Decision or Recommendations: |  |
| **Agenda Item #2:** | Review in class presentation (objective # 3) |
| Options/Points Raised: | * Kathy felt that we really did a great job, we had nailed in what we needed to nail in
 |
| Decision or Recommendations: | * We should have introduced ourselves, we forgot but other than that we did a great job
 |
| **Agenda Item #3:** | Designate project manager for Objective # 4  |
| Options/Points Raised: | * Nicholas Kahn will be the project manager, and Katherine will be assisting me with project # 4
 |
| Decision or Recommendations: | * Use the same PowerPoint (template for the objective) change names, numbers
* Corissa will do the progress report for next week
 |
| **Action Items** |
| **Task to be Done** | **Person Responsible** | **Due Date** |
| Nicholas Kahn | Project manager  | 02/22/2010 |
| Katherine King | Assistant manager  | 02/22/2010 |
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