|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| © 2004 Harvard Business School Publishing. All rights reserved. | | | | | |