

Meetings

Tom Rochette <tom.rochette@coreteks.org>

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0.1 Before

- Write/prepare an agenda
- Indicate the duration of each item

0.2 During

- Present the agenda
- Designate a person that will make sure that the agenda is respected

0.3 At the end

- Determine next actions
- Assign responsables for each next action

0.4 After the meeting

- Create tasks in a task tracking system for the next actions