# **Project Meeting Minutes Example**

Project Meeting Minutes of [Project name / National Conference of Medicine - NCM] for [Discussion subject / Location]

**Date and Time**: April 15th, 2023, 10:00 AM

**Location**: NCM Central Office, Lisbon

**Attendance**: Alexandra John, Maria Gutierrez, Juan Rivas

**Writing meeting minutes**: Juan Rivas, NCM committee secretary

**Meeting objective**: Finding a location for the 3rd edition of NCM in Lisbon, Portugal

**Agenda**:

* Necessary facilities (Alexandra John),
* budget options (Maria Guerez),
* location options (Maria Gutierrez)

**Report**:

* Alexandra John presented the necessary facilities for the upcoming conference (400 seats, 4 rooms, video projectors, catering, easy access)
* Maria Gutierrez presented the budget ($2000 per day) and existing options

**Adopted motions:**

* Extended budget to $2500/day
* Negotiation with Cultural Lisbon Center and Parma Hotel
* Negotiation with Culinary Aesthetic Catering

**Task planning:**

* Maria Gutierrez: finding funding options for increasing the budget
* Alexandra John: Negotiation with third-parties
* Juan Rivas: Contacting participants for food allergies and preferences.

**Future steps**: Meet in one week to discuss the progress and results.