SUBMITTED BY
JSZM-Xero

ON
2014.01.02

★ ★ ★ ★ ★
Keine Stimmen

Meeting minutes


Sitzungsprotokoll JSZM Maur

Protokoll vom 13. November 2013

Anwesend
Anja, Laura, Fabio, Melissa, Dave, Nico, Marco, Natalie

Allgemeines

Termine
16. Nov: JS-Nachmittag
17. Nov: 1. Sola-Sitzung
20. Nov: JS-Höck

Werbeplakat
Nico schickt Severin aktuelle JS-Bilder die Laminiert werden und an der Pinnwand aufgehängt werden. — **Nico, Severin**

Sirup
Es werden je 2 Flaschen Himbeersirup (Nicht Punch!) von Natalie eingekauft. — **Natalie**

Sola-Sitzung
Am 17. November 11:00 ist die erste Sola-Sitzung. Jeder bringt seine Ideen oder Lagerthemen mit. — **Alle**

Feldstecher
Alle die haben nehmen Feldstecher für die Ameisls am nächsten JS-Nachmittag mit. — **Alle**

If you are a large team in which it often happens that individuals are absent from meetings, it is practical if a protocol is written for the meeting. In it all important information of the meeting are summarized. The protocol is sent after the meeting by mail to the entire team, or uploaded to a common platform such as Dropbox or Google Drive

Das Protokoll wird nach der Sitzung per Mail an das gesammte Team verschickt, oder auf eine gemeinsame Plattform wie Dropbox oder Google Drive geladen

Content

A set of minutes should include the following:

- date of meeting
- Attendance list
- Next dates
- Agenda with responsible persons
- Planning the next afternoon
- Timetable
- Distribution of tasks
- Materials list

In the sample files, such a protocol is filled out. Enclosed is another blank form that can be filled in for each session. This results in a fixed structure in the protocol and you do not forget anything to discuss or plan.

It is best to print it out and take it with you as a reference point for the afternoon.

Examples

Protocol-2013-11-13
Protocol-xxxx-xx-xx

Picture credits

Title photo: Jungschar Zündhölzli Maur, www.jsmaur.ch

Sources

- **Protokoll-2013-11-13.doc**: Jungschar Zündhölzli Maur, www.jsmaur.ch
- **Protocol-xxxx-xx-xx.doc**: for free reuse by Jungschar Zündhölzli Maur, www.jsmaur.ch

Weitere Informationen

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Number of participants
20–30
30 – 100

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