

Meeting Minutes

This page contains links to minutes for GMAT's weekly team meeting. The minutes are stored as individual Google Documents.

New: [Running meeting minutes document](#)

Meetings

2015

- [November 19](#)
- [November 12](#)
- [November 6](#)
- [October 29](#)
- [October 22](#)
- [October 15 - no meeting](#)
- [October 8 - no minutes](#)
- [October 1](#)
- [September 24](#)
- [September 17](#)
- [September 10](#)
- [September 3](#)
- [August 27](#)
- [August 20](#)
- [August 13](#)
- [August 6 - no minutes](#)
- [July 30](#)
- [July 23](#)
- [July 16](#)
- [July 9 - no minutes](#)
- [July 2 - no meeting](#)
- [June 25](#)
- [June 18](#)
- [June 11 - no minutes](#)
- [June 4](#)
- [May 28](#)
- [May 21 - no minutes](#)
- [May 14 - no minutes](#)
- [May 7](#)
- [April 30 - no minutes](#)
- [April 23](#)
- [April 16](#)
- [April 9](#)
- [April 2](#)
- [March 26](#)
- [March 19](#)
- [March 12](#)
- [March 5 - no meeting](#)
- [February 26](#)
- [February 19](#)
- [February 12](#)
- [February 5](#)
- [January 29](#)
- [January 22](#)
- [January 15](#)
- [January 8](#)
- [January 1 - no meeting](#)

2014

- [December 25 - no meeting](#)
- [December 18 - no meeting](#)
- [December 11](#)
- [December 4 - no minutes](#)
- [November 27 - no meeting](#)

- November 20
- November 13
- November 6
- October 30
- October 23
- October 16 - no meeting
- October 9
- October 2
- September 25
- September 18 - missing
- September 11
- September 4
- August 28
- August 21
- August 14
- August 7 - no meeting
- July 31
- July 28 (KARI)
- July 24 - no meeting
- July 17 - missing
- July 10
- July 7 (KARI)
- July 3 - no meeting
- June 26 - no meeting
- June 19 - missing
- June 16 (KARI)
- June 12
- June 5
- June 2 (KARI)
- May 29
- May 22
- May 19 (KARI)
- May 15
- May 8 - missing
- May 6 (KARI)
- May 1
- April 24
- April 22 (KARI)
- April 17
- April 10
- April 3
- March 27 - no meeting
- March 20
- March 17 (KARI)
- March 13
- March 6 - missing
- March 3 (KARI)
- February 27
- February 20
- February 18 (KARI)
- February 13 - no meeting
- February 6 - missing
- February 3 (KARI)
- January 30
- January 23
- January 21 (KARI)
- January 16
- January 9
- January 6 (KARI)
- January 2 - no meeting

2013

- December 26 - no meeting
- December 19
- December 16 (KARI)
- December 12
- December 5
- December 2 (KARI)
- November 28 - no meeting

- November 21
- November 18 (KARI)
- November 14
- November 7
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- October 24
- October 17 - no meeting
- October 10 - no meeting
- October 3 - no meeting
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- August 22
- August 15 - no meeting
- August 8
- August 1
- July 25
- July 18
- July 11
- July 4 - no meeting
- June 27 - no meeting
- June 20
- June 13
- June 9 (KARI)
- June 6
- May 30
- May 23
- May 16
- May 9
- May 6 (KARI)
- May 2
- April 25 - no meeting
- April 22 (KARI)
- April 18
- April 11
- April 8 (KARI)
- April 4
- March 28
- March 21
- March 19 (KARI)
- March 14
- March 7
- March 5 (KARI)
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- February 18 (KARI)
- February 14
- February 7
- January 31
- January 24
- January 17
- January 10
- January 3

2012

- December 27 - no meeting
- December 20 - no meeting
- December 13
- December 6
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- November 22 - no meeting
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2011

- December 29
- December 22
- December 9
- December 1
- November 17
- November 11

Previous minutes are located at the [GMAT Forums](#). The minutes were started based on [this template](#), though generally each week is just copied over to the next. The template has not been kept up to date.

Minutes Workflow

The process of recording meeting minutes is as follows:

Meeting day

1. Send out an email to everyone with a link to the new document.

In the meeting

1. Bring up the minutes on your laptop
2. Record discussion and decisions for each item
3. Submit tickets in [JIRA](#)

for any action items

After the meeting

1. Copy the previous week's minutes document and change the name to the new date.
2. Change the sharing preferences to publicly-viewable and publicly-editable.
3. Add a link to the top of the list above.
4. Delete the following information from the new copy:
 - a. Present column in the Attendees list
 - b. Status, Discussion, and Decisions sections from the previous week
 - c. Upcoming milestones that have passed