

# 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
- October 31
- October 24
- October 17 - no meeting
- October 10 - no meeting
- October 3 - no meeting
- September 26
- September 19
- September 12
- September 5
- August 29
- 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)
- February 28
- February 21
- 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
- November 29
- November 22 - no meeting
- November 15
- November 8
- November 1
- October 25
- October 18
- October 11

- October 4
- September 27 - no meeting
- September 20
- September 13
- September 6
- August 30
- August 23
- August 16
- August 9
- August 2
- July 26
- July 19
- July 12
- July 5
- June 28
- June 14
- June 7
- May 17
- May 10
- May 3
- April 26
- April 19
- April 12
- April 5
- March 29
- March 22
- March 15
- March 1
- February 23
- February 16
- February 9
- February 2
- January 27
- January 19
- January 12
- January 5

## 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