

## MEETING MINUTES

Alignment Welight+Setimus 09/05/23, 02pm GMT-3

### PARTICIPANTS


SETIMUS: Steffson, Steyce

CTR: Neko

WELIGHT: Flavia, Natalia and Sarah

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### DISCUSSED

- We started talking about the document sent by Neko to Natalia and Steyce, which would require confirmation of amounts;
- Neko told us that we will follow Ethos disbursement sequence;
- CTR intends to keep the value always positive in the Impact Bank account;
- Neko instructed us that the execution of the work will be respected according to Setimus' schedule.
- This was decided thinking that they will be the production team and that is in the field.
- Setimus will help Vale company with logistics, accommodation, food and any need that may arise;
- The company VALE POÇOS needs to receive the 25% advance payment and purchase enough supplies to carry out the project without any problems during the period of high water levels in the rivers;
- Neko instructed us that the Budget spreadsheet needs to be respected, as it is the document created by Paul and he follows it as a reference:
-  Budget\_estimate\_CTR\_Welight\_Shared - 11 04 2023\_Rev1.xlsx
- We need to keep a copy (history) of all changes made to documents, spreadsheets, or any project item, as Paul works by analyzing the changes;
- Both cost spreadsheets need to contain the same value;
- Setimus will make the changes in their spreadsheet, so that it becomes identical to CTR's.  
<https://onedrive.live.com/edit.aspx?resid=EEE65EC9E45F63FD!439&ithint=file%2cxlsx&authkey=!ADBRZ7t0nI9V7SA;>
- They are awaiting the contract between Welight and Setimus for the kickoff;

END.