

Complete the minutes, filling in the blanks with ONLY ONE WORD.

MINUTES OF MEETING

* **Aims:** to discuss about the company's new (1)

* **Action points:**

1. How to change the logo:

- Tony makes the logo more modern by changing the (2)
- Heather votes for an up-to-date design.
- Ingrid and Karl indicate that the old name is quite (3)
- Heather suggests using the initials (4) "" without changing the old name.

2. Logo designer:

- Tony prefers some local designers.
- Heather asks Tony to check what kinds of works are produced by local (5)