



Meeting report n° 1

Attendance

Name	Function
Tessa Aerts	Teamleader
Nathalie Andries	
Seppe Asma	
Jeroen Belis	
Vincent Peeters	
Joren Van Laethem	
Mathias Vanduffel	
Robin Wauters	

Absent

Name	Reason
/	

Agenda

- Teamname
- Teamleader
- Distribution of tasks

Elaboration

- During a brainstormsession we discuss our teamname. Unanimously we decided the team name as "SolarCellRacing" or SCR.
- The leader of the team is Tessa Aerts.
- Our first deadline is 17/02. Then we must hand the Gantt chart, WBS, plan of approach and the cooperation contract in. These tasks together with the meeting report, logo... distributed among the various group members.
- To optimize the communication we distributed our numbers and email addresses. We will also use Facebook and Dropbox for storing our files centrally, that everybody can use them all the time.

Assignment	Team members	Actual workload (h)/pp	Due date
Gantt chart	Nathalie Andries	2	17/02
Work break down structure (WBS)	Joren Van Laethem	2	17/02
Plan off approach	Jeroen Belis	5	17/02
Cooperation contract+ create a facebook page	Seppe Asma	1	17/02
meetingrepport	Mathias Vanduffel	1	17/02
Create logo + create dropbox	Robin Wauters	2	17/02
Create a blog and wiki	Tessa Aerts	2	17/02