

MEETING REPORT- 5

ATTENDANCE:

Name	Function
Mei Lang Xiong	Team Leader
Sudip Khadka	President Meeting
Vivek Varma	Secretary Meeting
Anand Swaroop	File Manager
Toran Chhantyal	Project Manager
Elnaz Ghavanlou	Financial Manager

ABSENT:

None

AGENDA:

Topics to be discussed:

- Matlab
- Simulink
- Other calculations
- Reports

TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Matlab	Toran and sudip	Team	3 mar	Y	4
simulink	Vivek	Team	3 mar	Y	4
other calculations	Anand	Team	3 mar	Y	4
Meeting Report 4	Anand and Vivek	Team	3 mar	Y	1
Reports	Mei Lang	Team	3 mar	Y	4
Blog	Elnaz Ghavanlou	Team	3 mar	Y	4

AGENDA DISCUSSION:

The work regarding first SSV report is divided and discussed during this meeting and following tasks are focused:

- Simulations using Matlab
- Simulations using Simulink
- Other required calculations
- Making report for all these calculations and updating the wiki page.

➤ Literature Study

- The report during meeting and meeting report will be uploaded on wiki pages by the same people that are assigned to it.

➤ Miscellany : none

FUTURE MEETING:

The next meeting will be on Friday i.e 21-03-2014 next week at 10:00 am to discuss errors and improvements.

Venue: cafeteria