

MEETING REPORT- 2

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:

- Determination of U-I graph
- Determination of P-I graph
- Determination of P-U graph
- Diode factor
- Discussions and clarifications regarding last classes

TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Instant report making	Toran	Team	05 May	Y	4
Calculations and maple	sudeep	Team	05 May	Y	3
Graph analysis	vivek	Team	05 May	Y	3
Meeting report 2	Elnaz	Team	05 May	Y	1
Wiki pages	Mei Lang	Team	05 May	Y	3
Blog	Elnaz ghavanlou	Team	05 May	Y	1

AGENDA DISCUSSION:

➤ Assignments

Everyone involved in calculating the values of power-current and power-voltage graph with reference of voltage-current graph. Work is shared by every teammate as listed in the above table. By the end of the meeting we have determined all values. The derive values are again verified to clear errors. Everyone insisted to work according to gantt chart.

➤ 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 Thursday i.e 27-02-2014 next week at 10:00 am to discuss errors and improvements.

Venue: cafeteria.