

## MEETING REPORT- 1

### ATTENDANCE:

#### Name

Mei Lang Xiong  
Sudip Khadka  
Vivek Varma  
Anand Swaroop  
Toran Chhantyal

#### Function

Team Leader  
President Meeting  
Secretary Meeting  
File Manager  
Financial and Project Manager

### ABSENT:

None

### AGENDA:

Topics to be discussed:

- WBS
- Gantt chart
- Plan of Approach
- Cooperation Contract

### TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
WBS	Toran	Team	13 Feb	Y	3
Gantt Chart	Sudip	Team	13 Feb	Y	3
Plan of Approach	Vivek	Team	13 Feb	Y	3
Cooperation Contract	Anand	Team	13 Feb	Y	3
Meeting Report 1	Anand and Vivek	Team	13 Feb	Y	1
Wiki pages	Mei Lang	Team	13 Feb	Y	3

## **AGENDA DISCUSSION:**

### **➤ Assignments**

We all discussed and divided the project work into many tasks and sub tasks such that we can have a clear work break down structure. All members are designated with a particular task from the project work. Everyone estimated the number of hours that would take for them to complete their respective tasks and all the information has been mentioned in the Gantt chart. The assignment of tabulating and putting up all the information discussed in the meeting , such as the Work Break Down Structure ,Gantt chart ,Plan of Approach ,Cooperation Contract , Meeting Report were assigned to each of the team member. Every member was asked to do a research on the task that they are going to work on.

### **➤ Literature Study**

The task of publishing the WBS, Plan of Approach, Gantt chart, Plan of Approach, Cooperation Contract and Meeting Report on wiki pages was allotted to the same people that are assigned to it.

### **➤ Miscellany : none**

## **FUTURE MEETING:**

The next meeting will be on Tuesday i.e. 18-02-2014 next week at 10:00 am in Cafeteria.