

Meeting report n° 1

Attendance

| Name | Function |
|------------------------|---------------|
| MINGQIAN ZHU | President(TL) |
| KAIYU YANG | secretary |
| MEGHASHYAM ADURTI | |
| SHAIK JASMINE SULTANA | |
| MANASWINI TAMALAPAKULA | |
| YU CHEN | |

Absent

| Name | Reason |
|------|--------|
|------|--------|

Agenda

Topics to be discussed,

- Brainstroming
- Assignments
- Meeting Schedule
- WBS

Approval

- WBS ,Meeting Schedules are finalized.

Task list and follow up

| Assignment | responsible | Team members | Due date | Finished (Y/N) | Actual workload (h) |
|-------------|-------------|---------------|----------|----------------|---------------------|
| Gantt Chart | YANG | | 14 feb | | 2 |
| WBS | ZHU | Chen yu | 14 feb | | 2 |
| POA | Meghashyam | Jasmine,Sarah | 14 feb | | 5 |
| Team Logo | ZHU | ALL the rest | 13 feb | | 2 |

Agenda discussion

➤ Assignments

The assignments of the previous week were reviewed, such as the Gantt chart and Bubble chart. The Gantt chart was set up and completed after everyone's time table was added. The bubble chart was approved without any comments. Completing the Gantt chart was easy, the team leader, student Y, went around and asked everyone their estimated time tables for their tasks. Afterwards, the Gantt chart was complete.

➤ Literature Study

The Literature study was planned during the meeting, the tasks are listed in the task list. All the necessary reports, print outs and summaries will be completed for each of the tasks, by the people that are assigned to it.

➤ Miscellany : none

Future Meeting:

The next meeting will be on Friday 14th feb 2014 at 9.00am.