

MEETING REPORT- 11

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:

- Trail race and observations
- Modification of SSV design
- SSV part 2 report
- Process report
- Background work

TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Modifications of design	Toran and sudeep	Team	05 May	Y	4
Background work	Vivek	Team	05 May	Y	3
Process report	Anand	Team	05 May	Y	3
Trail Tests	Elnaz	Team	05 May	Y	3
SSV 2 questions	Mei Lang and Vivek	Team	05 May	Y	3

AGENDA DISCUSSION:

➤ Assignments

This week we done many trail race to find faults in our design and so accordingly modified our design. Meanwhile we started background work to solve questions which are not easy to solve. Process report and SSV-2 reports were also done simultaneously.

➤ 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. 16-05-2014 next week at 10:00 am to finalize SSV-2 and upload.

Venue: cafeteria