

MEETING REPORT- 13

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:

- Faults in SSV
- Preparation for exam
- SSV Final report
- Finalizing project repots
- Wiki page finalizing

TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Faults in SSV	Toran and sudeep	Team	05 May	Y	4
Preparation for exam	Vivek	Team	05 May	Y	3
SSV Final report	Anand	Team	05 May	Y	3
Finalizing project repots	Elnaz	Team	05 May	Y	3
Wiki page finalizing	Mei Lang	Team	05 May	Y	3

AGENDA DISCUSSION:

➤ Assignments

We failed to get what we expected in the final race. Our ssv was good at hitting the ball but could not hit ball harder. The haeight reached by the ball was not good. We found fault in hitting component. We started preparing for final exam.

➤ 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:

None.