

Meeting Report No:1

Attendance

Name

Veera Panchakarla
Eswara Prasad Orupula
Bin Wu
Aoyu son
Amareshwar Prasad Chunduru
Ramesh Babu Yeedu

Absent

Name

Reason

nil

Agenda

Topics to be discussed:

- Gantt chart
- Literature study
- WBC
- Wiki pages

Task list and follow up

Assignment	responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Wiki pages	Veera Panchakarla	Team	14 Feb	Y	2
Gantt chart	Eswara Prasad	Team	14 Feb	Y	3
WBC	Bin Wu Aoyu son	Team	14 Feb	Y	3
First meeting report	Ramesh Babu Yeedu	Team	14 Feb	Y	1
Plane of approach	Amareshwar	Team	14 Feb	Y	3

Agenda discussion

➤ Last meeting report:

This is first meeting report.

➤ Assignments:

After a complete study on our project we tried to analyze our work and dived the work among the team. Every one took the work they can handle and gave an estimated time within which they can finish.

Literature Study:

The task of publishing the WBS, Plan of Approach, Gantt chart, Cooperation Contract and Meeting Report on wiki pages was allotted to the team leader.

➤ Miscellany :

None

Future Meeting:

The next meeting will be on Friday i.e. 21-02-2014 next week at 10:00 am in Cafeteria.