

## MEETING REPORT- 12

### 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 feedback and correction of errors
- Decorating SSV

### TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
SSV part 2 feedback and correction of errors	Toran and sudeep	Team	05 May	Y	4
Trail race and observations	Vivek	Team	05 May	Y	3
Modification of SSV design	Anand	Team	05 May	Y	3

Trail Tests	Elnaz	Team	05 May	Y	3
Decorating SSV	Mei Lang	Team	05 May	Y	3

### AGENDA DISCUSSION:

#### ➤ Assignments

We got feedback from our coach and found where we have done mistakes and started corrected them. We still continued our trail race and go on finding the modifications. We started decorating our SSV to for competition .

#### ➤ 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. 22-05-2014 next week at 10:00 am to finalize SSV-2 and upload.

Venue: cafeteria