

Group 7 – team E – Helios

Week 1

11/02/2014

Attendance list

Present at the meeting were; Jonas De Broyer (responsible for meeting), Wout Dierickx, Yannick Michiels, Bram Cludts & Kristoff Fluyt (report writer)

Agenda

The items to be discussed at the meeting were:

- 1) Forming the team
- 2) Exchanging contact info
- 3) Setting up a planning
- 4) Setting his individually goals for this project
- 5) Make a template for weekly reports

Discussion

- 1) Teams were formed, and a leader was chosen (Jonas De Broyer). We must find a teamname and make a logo to represent us.
- 2) We have to exchange contact info like cellphone numbers and we will make a facebookpage and a dropboxgroup. Bram Cludts will take care of this.
- 3) Everybody should make a WBS on their own. Later they should be combined to give the best view of what should be done for this project. Next Kristoff Fluyt uses the final WBS and the manual to make a Gantt Chart. Jonas De Broyer makes a Plan Of Approach, and finally the corporation contract has to be made by Bram Cludts.
- 4) Every member should make a list of what they are good at for this project and what skill they want to improve on during this project.
- 5) Bram Cludts will make a template for the weekly reports.

Summary task list last week

/ (not applicable)

To-do list next week

- 1) Test Solar Pannels and make a excel file out of it by Wout Dierickx.
- 2) Adjust Plan of approach in case of a No-go
- 3) Adjust Gantt Chart and WBS according to feedback of coach

Date of next meeting

18/2/2014 (group T class 11.01)