

## Meeting report n° 2

### Attendance

<b>Name</b>	<b>Function</b>
Alex Van Tilborg	President
Thomas Colebrants	Designer
Jannes Van Noyen	Designer
Dries Caers	Time management
Alaâ-eddine lamrabet	Team creative
Brent Ceyskens	Designer

### Absent

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### Agenda

Topics to be discussed:

- Tests to find “m” measurements
- Finish calculations
- Think of the design of our vehicle

### Approval

The tasks we did last week are finished, we only need to do a few adjustments.

## Task list and follow up

Assignment	responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Cooperation contract	Alex		18 feb	Y	2h
Gantt Chart	Dries		18 feb	Y	2h
Plan of approach	Thomas	Jannes	18 feb	Y	3h
WBS	Brent		18 feb	Y	1h
Logo design	Alaâ-eddine		18 feb	Y	1h

To do	responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Calculation m-value, UI graph, UP graph,..	Alaâ-Eddine	Jannes	25 feb		
Error analysis	Thomas		25 feb		
Report SSV I	Jannes		21 mrt		

## Agenda discussion

- We discussed our tasks we had to do next week and improved them.
- We gave each of us a role, which he had to accomplish during the tests we did.
- We think of the design, and got already an idea how we will realize the vehicle
- Our coah approved our first document, only a slight correction has to be done to our plan of approach (must be longer) and our Gantt chart (hours filled in).

## Future Meeting:

The next meeting will be Wednesday next week at 14 PM in classroom 11.02