



## Meeting report n° 2

### Attendance

Name	Function
Regis H.	
Varsha M.	
Remmy N.	Meeting Director
Nele R.	

### Absent

Name	Reason
Praveen Saragadam k.	Sick

### Agenda

Topics to be discussed:

- Vote for the Team name and logo
- Review the tasks
- Read cooperation contract
- Review the gantt chart
- Review the WBS

### Task list and follow up

Assignment	responsible	Due date	Finished (Y/N)	Actual workload (h)
WBS	Remmy N.	12/02/2013	Y	
Cooperation Contract	Regis	12/02/2013	Y	
Gantt chart	Varsha	12/02/2012	Y	
Create Wikiversity account	Nele	ASAP	Y	
Plan of Approach	Praveen	12/02/2013	N	



## Agenda discussion

- **Vote for the Team name and logo**
  - Everyone came up with at least two possible team name and logo and we cast our votes for the ones, we liked and finally the team name and logo that had the most votes was the one that Nele, came up with; and Remmy took a challenge of making a logo to use in all our reports.
- **Review the tasks**
  - The outcome was fruitful to see that everyone had done all the could in accomplishing the assigned task,
- **Read cooperation contract**
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- **Review the gantt chart**
  - Varsha did all she could in making the gantt chart but she had forgotten to include the prediction on hours that each task would take, Remmy, Nele and an external friend had to finalize all the small details that varsha had missed out.
- **Review the WBS**
  - Remmy did a good job in making the WBS as all the possible tasks and subtasks where present on the model he made.

## Future Meeting:

Next Meeting 19/02/2013 Tuesday, Cafeteria Groept