



## Meeting report n° 1

### Attendance

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

### Agenda

Topics to be discussed,

- Deadline 1<sup>st</sup> milestone hand in gantt chart, plan of approach and cooperation contract
- Distribution of the tasks of the first milestone
- Electing the team leader
- Structuring the meeting
- Team name and team logo

### Agenda discussion

- **Electing the team leader**
  - Remmy presented himself as a candidate of being the team leader and since there wasn't another opponent, the team members agreed.
- **Structuring the meeting**
  - We agreed that everyone would have to make a meeting report of a meeting that he/she will have directed.
- **Distribution of the tasks of the first milestone**
  - Remmy will make the work breakdown structure
  - Varsha will do the gantt chart
  - Nele will create our page on the wikiversity
  - Regis will write the cooperation contract
  - Praveen will write the plan of approach
- **Team name and team logo**
  - We agreed that everyone would brainstorm on 2 team names and 2 logo's and then we would as team choose from the ten logo's and ten team names
- **Deadline 1<sup>st</sup> milestone hand in gantt chart, plan of approach and cooperation contract**



- We agreed that we would meet on Friday 12pm in group to discuss and review the task.

## Future Meeting:

The next meeting Friday 15/02/2013, at 11am in the cafeteria