

Meeting report n° 1

Attendance

Name	Function
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:

- Acquaintance
- Dividing the tasks (work)
- Elect a team leader

Approval

- Each team member has approved this report

Task list and follow up

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

Agenda discussion

- WBS, Gantt chart, plan of approach, cooperation contract
- We divided the tasks and set the deadlines.
- We elected Alex to be our team leader, we think he got the capacities to accomplish this task.

Future Meeting:

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