



Meeting report 5 – 22/03

Attendance:

Name	Function
Ruben	President
Jeroen	Secretary
Thomas	Member
Qi	Member
Liu	Coordinator
Hans	Member
Sokna	Member
Joe	Minute Taker

Absent: None

Agenda

Topics to be discussed:

- Sanckey Diagram
- Process Report
- Calculations
- Deadlines
- Peer Assessment

Approval

- We did agree that the president should send all document to wiki page.
- We agree to meet deadlines

Agenda discussion

- Calculation is finished for one gear ration but still have to do for more gear ratio
- Process report completed
- Sankey Diagram almost finished
- Similink still have to be finished
- Task list and follow up



Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Sankey Diagram	Hans and Liu		18/3	Y	
Calculations	Ruben, Jeroe				
Similink	Jeroen & Sokna		18/3	Y	
Process report	Qi, Liu and Joe		18/3	Y	

Future Meeting:

The next meeting will be on Wednesday week 6 at 12.30PM at Module 7 with coach.