



## Meeting report 1

Attendance:

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

Absent:

Name	Reason

Agenda

**Topics to be discussed:**

- Individual task division
- Gantt chart
- Cooperation contract
- Plan of approach

Approval

- We did agree to separate the assignment to each member
- We did agree to complete the task before dateline



## Task list and follow up

<b>Assignment</b>	<b>Responsible</b>	<b>Team members</b>	<b>Due date</b>	<b>Finished (Y/N)</b>	<b>Actual workload (h)</b>
Gantt Chart	Ruben and Hans		18/2	Y	
Cooperation Contract	Thomas and Jeroen		18/2	Y	
Logo and name	Qi and Joe		18/2	Y	
Plan of Approach	Liu and Sokna		18/2	Y	

## Agenda discussion

- Everyone should study the last the lesson of the last week
- Read the EE4 manual information

## Future Meeting:

The next meeting will be on Thursday week 2 at 18.00PM at Cafeteria