

## Meeting report n° 1

From 15:00 to 17:30 h

### Attendance

Name	Function
Christof Struyf	
Maarten Taekels	secretary
Philip Claessens	
Tim van Loock	
Niel Vidts	
Jana Ostijn	
Stijn Verstraeten	
Mathias Deraet	

### Absent

Name	Reason
/	/

### Agenda

Topics to be discussed:

- Names and contact information
- Logo and Team name
- Assignments

### Approval

### Task list and follow up

Assignment	responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Gantt chart	Jana	Maarten, Christof	17/02	N	
WBS	Tim	Niel	17/02	N	
Plan of Approach	Philip	Stijn	17/02	N	
Cooperation Contract	Philip	Stijn	17/02	N	
Webpage Wiki	Christof		17/02	N	
Logo	Mathias		14/02.	Y	

## Agenda discussion

- Names and contact information

We gathered names, e-mail addresses and phone numbers from all team members and wrote them down. We also discussed about how we were going to share documents, the best solution was to use "dropbox".

- Logo and Team name

After a quick brainstorm, we decided that our team would be named "2Fast2Solar". Afterwards Mathias started to create a team logo.

- Assignments

The assignments were distributed around the team. The different assignments included the Gantt chart, WBS, Plan of approach, cooperation contract and the Wiki. These assignments have a deadline on friday 17/02, so everyone started working on the tasks they were given. Some of the tasks were finished at the end of the meeting, and others has to be completed at home.

## Future Meeting:

The next meeting will be Tuesday next week at 2 PM in classroom 11.02.