



Meeting report 01/03/2011

Attendance:

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

Absent:

Name	Reason

Agenda

Topics to be discussed:

- Divide work (sub group)
- Calculation
- Sanky diagram
- Marketing

Approval

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



Task list and follow up

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Calculation	Ruben, Thomas and Sokna		07/3	N	
Sankey diagram	Liu and Hans		07/3	N	
Marketing	Qi, Jeroen and Joe		07/3	N	

Agenda discussion

- Everyone should concentrate on the sub group's tasks
- Read the EE4 manual information

Future Meeting:

The next meeting will be on Tuesday week 4 at 18.00PM at Cafeteria