

Minutes of Meeting Form

Team #: 4

Date: 7.04.16

	Student Name (Initials)	Present?	Late > 5 mins?	Informed about absence?	Scribe?
1	Erbol	16:00	No	No	
2	Symbat	16:00	No	No	
3	Bekbol	16:00	No	No	
4	Beknur	16:00	No	No	

	Student Name (Initials)	Old Action Item	Status
1	Erbol	STD case	Done
2	Symbat	STD case introduction	Done
3	Bekbol	STD Result	Done
4	Beknur	STD test plan	Done

Agenda / Discussion Summary

We discussed and shared what we will do and analysed . Again we met with customer and discussing a project and analysis of what all of you done. Then we discussed design and prototype of project ant then we also work with Test of Plan of a assignment. All we wanted everything to be handed over on time and yet everyone did his share for the project and assignment.

	Student Name (Initials)	New Action Item	Due Date
1	Erbol	2. Overview of the Documentation Set.	14.04.16
2	Symbat	2.1 Purpose of each document	14.04.16
3	Bekbol	4. Contents of the Documentation Set.	14.04.16
4	Beknur	3. Common Sections for the Documentation Set.	1.04.16