

Minutes of Meeting Form

Team #: 4

Date: 17.03.16

	Student Name (Initials)	Present?	Late > 5 mins?	Informed about absence?	Scribe?
1	Erbol	15:00	No	No	
2	Symbat	15:00	No	No	
3	Bekbol	15:00	No	No	
4	Beknur	15:00	No	No	

	Student Name (Initials)	Old Action Item	Status
1	Erbol	prototype and module interface	Done
		description	
2	Symbat	also prototype and work with document	Done
		and module interface,process int	
3	Bekbol	prototype and module interface description	Done
4	Beknur	prototype and process interface	Done

Agenda / Discussion Summary

First of all we discussed and shared what we will do and analysed who will make a step with our team . Again we met with customer and discussing a project and analysis of what all of you done. Then we discussed proposal of a project and design and prototype also we work with module interfaces 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	5.1 Module interface 14,15,16,17	24.03.16
2	Symbat	5.1 Module interface 4,5,6,10 and process interfaces	24.03.16
3	Bekbol	5.1 Module interface 7,8,9; 5.1.1.2	24.03.16
4	Beknur	5.1 Module interface 1,2,3,11,12,13	24.03.16