

Meeting Log – C-Lab

[Meeting Title]			
6.29.2013		19:30	In class (during break)
Meeting called by	Robert		
Type of meeting	Short, to prepare for Deliverable 1		
Facilitator	Nicholas		
Note taker	Caroline		
Timekeeper	Teacher		
Attendees	All 5 members		
[Agenda Topic]			
15 min.	Presenter: Nicholas		
Discussion			
We have to separate the work for deliverable.			
There is a more general documenting part and a programming documentation part.			
Conclusions			
Nich and Caroline will do the more general documenting part.			
Ash, Brian and Rob on programming documentation.			
Action Items		Person Responsible	Deadline
Assessment of risks		Robert	June 2
Big lines of the documents, general description		Nicholas	June 2
Developed UCD		Ash	June 3
Section 3		Brian	June 2
Revision, corrections, finishing and completing the paper		Caroline	June 4