

Minutes of Meeting Form

Team #: 5

Date: 29.03.16

	Student Name (Initials)	Present?	Late > 5 mins?	Informed about absence?	Scribe?
1	Elmira	16:00	No	No	
2	Akmaral	16:00	No	No	Yes
3	Maira	16:00	No	No	

	Student Name (Initials)	Old Action Item	Status
1	Elmira	7.1.1,7.1.2.1,7.1.2.2,7.1.3,7.1.3.1,7.1.3.2	Done
2	Akmaral	7.1.3.3,7.1.3.4,7.1.3.5,7.1.3.4	Done
3	Maira	7.3,7.3.1,7.3.2,7.3.2.1,7.3.4	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 Design Rationale 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	Elmira	7.1(half)	1.04.16
2	Akmaral	7.1(half)	1.04.16
3	Maira	7.3	1.04.16

