Minutes of Meeting Form

**Team #:5**

**Date:26.02.16**

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|  |  |  |  |  | |  | |  | | |  | Informed about | | | | | |  |  | |  | |  |
|  |  | Student Name (Initials) | Present? | |  | | Late > 5 mins? | | |  | absence? | | | | | |  |  | | Scribe? | |  |
| 1 | | Elmira |  | 16:00 |  | | no | | |  | no | |  |  | | |  |  | |  | |  |
|  | |  |  |  |  | |  | | |  |  | |  |  | | |  |  | |  | |  |
| 2 | | Maira |  | 16:00 |  | | no | | |  | no | |  |  | | |  |  | |  | |  |
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| 3 | | Akmaral |  | 16:00 |  | | no | | |  | no | |  |  | | |  |  | |  | |  |
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|  |  | Student Name (Initials) |  | Old Action Item | | | | | | |  |  | | |  | Status | | | | |  | |  |
| 1 | | Elmira | Docum | entation |  | | | | and analyse the  alphabet and numbers part |  | done | |  |  | | |  |  | |  | |  |
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| 2 | | Akmaral | Work | with |  | | | | colours part and  main page design |  | done | |  |  | | |  |  | |  | |  |
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| 3 | | Maira | Analyse | Design constraints |  | | | | and game part |  | done | |  |  | | |  |  | |  | |  |
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|  |  |  | Agenda / Discussion Summary | | | | | | | | |  | | |  |  | |  |  | |  | |  |
|  |  |  | We discussed with our team about our project and we divide this task by step and all did their own part.And we did it | discussing with our customer | | | | | | | |  | | |  |  | | | | | | |  |
|  |  | Student Name (Initials) |  | New Action Item | | | | | | |  |  | | |  | Due Date | | | | | | |  |
| 1 | | Elmira | Part 3.2 |  |  | | | |  |  |  | |  | 4.03.16 | | |  |  | |  | |  |
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| 2 | | Maira | part 3.1 |  |  | | | |  |  |  | |  | 4.03.16 | | |  |  | |  | |  |
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| 3 | | Akmaral | Part 3.3 |  |  | | | |  |  |  | |  |  | | |  |  | |  | |  |
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