Meeting Location: SOFTDEV room  
  
Meeting Date: FEB-4   Start time: 9:00 End Time: 9:30

Team members present:  
Marc Alexander Alo

Eduardo Nipas

Dan Gahallon  
  
Meeting Minutes:  
  
1. Topics Discussed: Task Distribution   
2. Items Agreed Upon

- Marc – will create the initial User interface of the website.

- Dan – in charge in creating the supporting documents for the project (QUALITY) and the distribution of the task among the team.

- Eduardo – shall create the database related task.

3. Items to be clarified

- Project confirmation email to Sir Jo Gene.  
4. Next Things to Do

- Meet with the client to acquire project requirements.  
5. Conclusion

- Overall the meeting is all about distributing the task among team members.