

**Prop Weekly Meeting Minutes 1**

**MEETING INFORMATION**

***Objective:*** Create logo, create group name and chose our project mentor

***Date:*** 10/09/2019 ***Location:*** common area

***Start Time:*** 8:45 ***End time:*** 12:45

***Minutes Taker:*** W. G Woldeaarggiye

***Attendees:*** W.G Woldeaariggye, Fadi, Obaid, Lokesh

# ACTION ITEMS FROM PREVIOUS MEETING

**No Previous meeting.** But we know each other, and all group members introduce themselves and plan to meet the next day

# Agenda items

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| --- | --- | --- |
| **Nr** | **Agendas** | **Results** |
| 1 | All members show their logo design draft | We selected one logo design and created a logo |
| 2 | All members give their opinion about group name | WOLTECH is our group name |
| 3 | Discussed about which teacher is better for our project become a mentor | Shaghelani Lor become our mentor |

**FEEDBACK FROM THE TEAM**

1. As soon as we have ideas, put them in the documentation.
2. We agreed to write minutes about our meeting, decisions, plans and what about talking during the meeting.

# REQUESTS FROM THE TEAM

1. Schedule a meeting for next days.
2. All members get task to prepare the questions for our client.

# NEXT MEETING

* + 10-09-2019 at 8:45.
  + Location: Not specified we will look an empty class or a project room.

# OTHER REMARKS

We will be decided to make our relation more official.