

Minutes of Meeting Form

Team #:8

Date: 14.02.2014

	Student Name (Initials)	Present?	Late > 5 mins?	Informed about absence?	Scribe?
1	Amangeldiyev Amantur	yes	no		yes
2	Batarayev Rassim	yes	no		no
3	Khassanov Daniel	yes	no		no
4	Koktalov Dastan	yes	no		no
5	Mukhanov Daniyar	yes	no		no

	Student Name (Initials)	Old Action Item	Status
1	Amangeldiyev Amantur	Project manager	current
2	Batarayev Rassim	Makeup man	current
3	Khassanov Daniel	Make up man	current
4	Koktalov Dastan	Designer	current
5	Mukhanov Daniyar	Designer	current

Agenda / Discussion Summary

After meeting with customer, we divided our roles in team and started our work on assignment 2.

	Student Name (Initials)	New Action Item	Due Date
1	Amangeldiyev Amantur	Web developer	1.03.2014
2	Batarayev Rassim	Project manager	1.03.2014
3	Khassanov Daniel	Desktop app developer	1.03.2014
4	Koktalov Dastan	Makeup man	1.03.2014
5	Mukhanov Daniyar	Designer	1.03.2014