**Challenge Two – Team Formation and IE Meeting Sign-Up**

During your session today, you will decide within your Specialist team who will:

1. be the Team Leader
2. be the Liaison Engineer
3. be in each subtask team
4. go to each IE meeting

Record your decisions on the following grid.

* The name of each team member will appear once (not all cells will contain a name).
* Identify the team leader by placing a \* after their name
  + they should attend the 4th IE meeting, which brings together all the other meeting topics under the heading of sustainability
* Identify the Liaison Engineer by a ^ after their name
  + they may wish to attend more than one IE meetings as an observer. Just record one on the grid.

**Department and Team number: CSEEE Team 11**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Date/time** | Meeting Attendees |
| IE meeting: | **1** | **19/11/18** | Chakakradhar Koppula, Sara-Maria Schitelea, Akkaraphonphan Tai |
| **2** | **26/11/18** | Xuanchang Zhang, Bhavya Ahuja, Kefang Wang |
| **3** | **03/12/18** | Kaj Van Schie ^, Matvey Fedoseev, Sami Baguneid |
| **4** | **10/12/18** | Ruairidh Williamson, Isaiah John \* |

\* Team Leader ^Liaison Engineer