Minutes of Meeting Form

Team #: 4
Date: 25.02.16

	Student Name (Initials)	Present?	Late > 5 mins?	Informed about absence?	Scribe?
1	Erbol	16:00	No	No	
2	Beknur	16:00	No	No	
3	Symbat	16:00	No	No	
4	Bekbol	16:00	No	No	

	Student Name (Initials)	Old Action Item	Status
1	Erbol	Information,analyse external interface requirement	Done
2	Beknur	Work with weather,currency analyse	Done
3	Symbat	Documentation and analyse news,notification	Done
4	Bekbol	Analyse design constraints	Done

Agenda / Discussion Summary

We discussed our project again and share what everyone will do that all it was convenient. First of all we discussed and shared what we will do and analysed who will make a step. Again we met with customer and discussed a project

	Student Name (Initials)	New Action Item	Due Date
1	Erbol	3.1; 3.5External interface requirements...	4.03.16
2	Beknur	3.2.3;3.2.4 Weather,Currency	4.03.16
3	Symbat	3.2;3.2.2 Features,Notification…	4.03.16
4	Bekbol	3.3;3.4 Performance requirements, Design constraints	Текст