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| Process Report |

GROUP 34

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Chanelle Hart | Nr

Thanh Hoang | Nr

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# Revision history

Current version number: Process Report v1.0

Date edited: 12th February 2018

Revision

|  |  |  |
| --- | --- | --- |
| Date revised | Contributors | Changes made |
| 12th February 2018 | Thanh Hoang | Layout of document  First meeting information |

# Week 1

## Meeting #1.1

Date: Monday 12th February 2018

Time: 10:00 AM

Location: R1 2nd floor, Common Area – Fontys Hogescholen, Eindhoven.

Attendees: Talia, Thanh, Chanelle

### Agenda

1. Company’s name and logo
2. Project plan v1.0
3. Questions for client

### Discussions

Company’s name and logo discussion

* Company name will be: Eloniah
* The logo is still in the workings. Currently, the font is UnZialish (downloaded). The idea is to have a dragon in the background. Further ideas to be made. It’s not final.

### Decisions made

* Company’s name: Eloniah
* Team leader: Talia (decision made through voting online, so all members gave their input.)

### Tasks delegation

|  |  |  |
| --- | --- | --- |
| Task | Status | Contributors |
| Company’s name | Completed |  |
| Company’s logo | In progress |  |
| Project plan v1.0 | In progress |  |
| Questions for client | In progress |  |

### Next meeting objectives and date

Date: Friday 16th February 2018  
Time: To be determined  
Location: R1, 2nd floor, Common Area – Fontys Hogescholen, Eindhoven.

Agenda

1. Finalize draft for project plan
2. Finalize questions for client
3. Finalize company’s logo