

Deliverable 6: Final design report - Proreverse Enterprise – Team D

APPENDIX A – MINUTES OF MEETINGS

MINUTES OF TEAM MEETING – ECTE260

TEAM D

MINUTES of Weekly Meeting of Team D held on the 31st October 2018 from 11:30 a.m. to 1:30 p.m. in the lounge area on the second floor in Block 14, University Campus.

PRESENT: Nikhil Menon, Secretary - 5559170
Khaled Abbasi, Finance, Sales and Marketing - 5981803
Reza Behbahani, Project Planning and Control - 5282160
Ifrah Hassan, Quality Assurance and Sustainability - 5307508

ABSENT: Nejad Ahagha, Project Manager - 5848568

Welcome.

All team members arrived simultaneously.

Confirmation of Minutes.

The minutes of the previous meeting were confirmed as a true record by all team members and signed by the Manager.

Business Arising from the Minutes.

The team continued to have discussions regarding the project proposals. After deciding on a third idea during the previous the team held discussions on financial viability, manufacturing logistics as well as the project criteria, leading to two ideas being finalized at this week's meeting.

Action:

- Project Controller: Gave and received feedback regarding the project proposals.
- All team members: Shared ideas that could be implemented to improve the project proposals as well as coming up with new ideas.

Business.

- The team had discussions regarding penalties during peer evaluation if a member is unable to perform their assignments on their own or does not appear for the meeting.
- Earlier during the week on the 28th of October, the team explained their assigned summaries of the chapters from the textbook during the lecture hours.

3. The team members unanimously decided on the new roles that will be their responsibilities starting from November.

Other Business.

This week didn't see any other topics of discussion.

Date for Next Meeting.

The next meeting has been scheduled to take place on the 14th of November, 2018.


Signed by the Manager
Date - 31/10/2018

MINUTES OF FIFTH TEAM MEETING – ECTE250

TEAM D

MINUTES of Weekly Meeting of Team D held on the 17th October 2018 from 11:30 a.m. to 1:30 p.m. in an reserved room at the library in Block 14, University Campus.

PRESENT: Nejad Ahagha, Project Manager - 584568
Nikhil Menon, Secretary - 5559170
Khaled Abbasi, Finance, Sales and Marketing - 5981803
Reza Behbahani, Project Planning and Control - 5282160
Ifrah Hassan, Quality Assurance and Sustainability - 5307508

Welcome.

The Project Manager welcomes all of the team members.

Confirmation of Minutes.

The minutes of the previous meeting were confirmed as a true record by all team members and signed by the Manager.

Business Arising from the Minutes.

The team continued to have discussions regarding the two project proposals that were decided upon during the previous team meeting that occurred during the previous week.

Action:

- Project Controller: Summarized the previously agreed upon proposals.
- All team members: Shared ideas that could be implemented to improve the project proposals.

Business.

- The team had discussions regarding the financial feasibility of the project proposals as well as shared information in order to formulate possible new project ideas.
- All five team members equally distributed among themselves parts from the 2 chapters allocated that should be summarized by the 28th of October 2018.

Action:


- Managing Director: Coordinated the distribution of chapters among the team members.
- Secretary: Wrote an entry summarizing the meeting and gave advice on writing the fortnightly reports.
- Treasurer: Gave feedback and advice regarding the financial aspects of the project proposals.
- All team members: Proposed ideas and received feedback.

Other Business.

This week didn't see any other topics of discussion.

Date for Next Meeting.

The next meeting has been scheduled to take place on the 24th of October, 2018.


Signed by the Manager
Date - 17/10/2018

Deliverable 6: Final design report - Proreverse Enterprise – Team D

MINUTES OF TEAM MEETING – ECTE250

TEAM D

MINUTES of Weekly Meeting of Team D held on the 24th November 2018 from 13:30 p.m. to 15:30 p.m. in the sitting area on the second floor in Block 14, University Campus.

PRESENT: Ifrah Mohammed, Project Manager and project planning and control - 5307508
Najad Alagha, Secretary - 5848568
Nikhil Menon, Finance, Sales and Marketing - 5559170
Khaled Abbasi, Quality Assurance and Sustainability - 5981803

ABSENT:

Welcome

All team members arrived simultaneously.

Confirmation of Minutes

The minutes of the previous meeting were confirmed as a true record by all team members and signed by the Manager.

Business arising from Minutes

The team finalized the flow chart, and state machine for the second design idea and the presentation was checked and confirmed by each team member.

Business

In the next meeting the team has to discuss about deliverable 2 and distribute the parts of the report over each team member.

Other Business

This week didn't see any other topics of discussion.

Date for Next Meeting

The next meeting has been scheduled to take place on the 28th of November, 2018.


Signed by the Manager
Date - 24/11/2018

MINUTES OF TEAM MEETING – ECTE250

TEAM D

MINUTES of Weekly Meeting of Team D held on the 28th November 2018 from 12:30 p.m. to 14:30 p.m. in the library on the first floor in Block 14, University Campus.

PRESENT: Ifrah Mohammed, Project Manager and project planning and control - 5307508
Najad Alagha, Secretary - 5848568
Nikhil Menon, Finance, Sales and Marketing - 5559170
Khaled Abbasi, Quality Assurance and Sustainability - 5981803

ABSENT:

Welcome

All team members arrived simultaneously.

Confirmation of Minutes

The minutes of the previous meeting were confirmed as a true record by all team members and signed by the Manager.

Business

Each group member has to start working on his/her assigned part for deliverable two and bring his/her ideas to the next meeting.

Other Business

This week didn't see any other topics of discussion.

Date for Next Meeting

The next meeting has been scheduled to take place on the 05th of December, 2018.


Signed by the Manager
Date - 28/11/2018

MINUTES OF TEAM MEETING – ECTE250

TEAM D

MINUTES of Weekly Meeting of Team D held on the 05th December 2018 from 11:30 a.m. to 12:30 p.m. in the sitting area on the second floor in Block 14, University Campus.

PRESENT: Ifrah Mohammed, Project Manager and project planning and control - 5307508
Najad Alagha, Secretary - 5848568
Nikhil Menon, Finance, Sales and Marketing - 5559170
Khaled Abbasi, Quality Assurance and Sustainability - 5981803

ABSENT:

Welcome

All team members arrived simultaneously.

Confirmation of Minutes

The minutes of the previous meeting were confirmed as a true record by all team members and signed by the Manager.

Business

Each team member has to bring his assigned part for deliverable 2 in next the meeting and we have to start working on the final state machine for the project selected.

Other Business

This week didn't see any other topics of discussion.

Date for Next Meeting

The next meeting has been scheduled to take place on the 12th of December, 2018.


Signed by the Manager
Date - 05/12/2018