

Summary of the 2nd meeting report

Date/Time: 06th January 2010 / 12h15

Communication tool: Skype

Attendance: 7 members

Background

After a joyful, festive as well as relaxing Christmas break for everyone, this second meeting started with the classic wishes to everyone for the year 2010. In brief, we ended up with the team leader selection as well as the task division after the first meeting occurred on the 21st of December 2009. Since new teammates took part of this second meeting, a re-allocation of the different tasks was naturally required.

Allocation of the task

To the previous members already allocated in one of the three tasks came the newcomers that added themselves according to the pre-established task division set up during the first meeting as follows:

GIS task	Hydrological task	Modelling task
Patrice	Mhenga	Jelena
James	Lukman	Diego
	JP	Zirbou

Further discussions

Since the last meeting dates back to several weeks, everyone exposed his relative work progress at the beginning of this second meeting. Then, we have agreed on trying to get advancement regarding the GIS and the hydrological part by the next meeting. In addition, we consented on setting up a rolling organization for the weekly meeting report writing. We also decided that each sub-group would make a short PPT presentation as well as an engineering report about its task that we would combine in the end for the face to face meeting presentations and the final report. Lastly, we agreed on putting some efforts on the visual identity of our workspace and on setting team rules for the good functioning of this collaborative engineering work. As a consequence, topics that would constitute the next meeting would be still regarding these above conversations.

Besides, the next meeting will take place on **January 13th at 7 PM** (France time)

I wish all you a good week and all the best for those who have exams.

See you next week!

Summarized and written by JP