

# Weekly Report 1

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On the 14th of december, at 7pm the first meeting of team 9 has taken place. The team members present at the meeting were Roland, Gonzalo, Morgan, Poh Hoon, Amine, Jose Luis, Vu, Masato and Evert.

The topics of the meeting were:

- Team introduction
- Next meetings will be done by Skype
- Some team rules were introduced, and approved by the team. Morgan will further work out these team rules
- Roland was elected to be team leader
- Two of our team members have not yet reacted: Stephen and Albert Guido. Roland will contact them by email
- Masato is not yet sure if he's in our group, but he will contact prof. Gourbesville about his status
- A compilation of previous software exposure, contact details and a short personal description will be made by everyone according to a template Gonzalo will send us this week
- Gonzalo will also further develop our workspace and upload the documents
- Before our next meeting, everyone should have a look at the project description and other provided information to have a global view of the project and be able to divide the tasks

The next meeting was planned for Wednesday the 6<sup>th</sup> of January at 7 pm on Skype