MEETING REPORT #1

As TusubasaSoft, we performed our first meeting on 6th October Tuesday afternoon between 15^{00} and 16^{30}. First, we layed down the basic rules in order to work more efficiently through out the year. These rules are as follows:

- ➢ The current leader of TusubasaSoft is Gökçen ALAY.
- ➢ The leader has the responsibilities of
    - I. Being aware of any announcements given from the teacher, assistant, or any massages in the tin.
    - II. Controlling the progress of team.
    - III. Under required conditions, assigning the responsibilities among team members.
    - IV. If any serious problem arising with a crucial result for the project occurs, announcing this problem to the assistant or the teacher.
    - V. Setting an agenda which has the information about the date, time and content of the weekly meetings.
- ➢ Hatice YENAL is responsible from the format and the language being error free for all of the documents.
- ➢ Current duty is the research about each main function that the project should have and these topics are distributed among the team members as mentioned in project proposal. Other responsibilities will be decided later depending on the task to be processed.
- ➢ There is no member that is assigned to write all of the meeting reports every week. Instead, we decided that the writer of the meeting report will be chosen before each meeting.
- ➢ Communication among team members will be provided by e-mail (all of the members will use their yahoo accounts for the project issues), yahoo groups (a yahoo group is created as TusubasaSoft in order to the group members easily send e-mails to all other members, keeping the files and written documents and make any necessary change on them), yahoo messenger to be able to argue or decide

about any thing related to the project without waiting for the meeting time which helps solving any problem on time.

➢ The group members will come together to perform weekly meetings every Wednesday between 15^{00} and 16^{30}.

After deciding the ground rules and main roles among the team members, we spoke about the details of the project proposal of which date is 10th of October. We discussed what each of us understood from the problem definition and the given functions that our project will have. After agreeing on these issues we decided how we will express these in the proposal. We also spoke about what details should be in this proposal in addition to the detailed project definition. At the end, we decided each member to write a proposal draft in one day and by collecting them we would write the final version of the project proposal.

TusubasaSoft

Ahmet KARACA

Gökçen ALAY

Hatice YENAL

Nazmiye ÇINAR