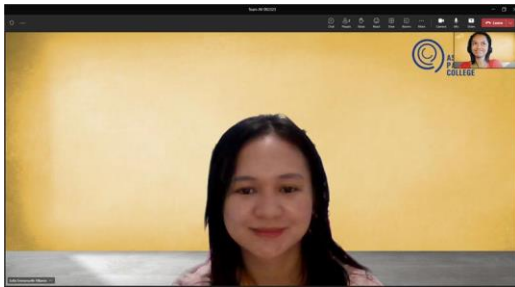


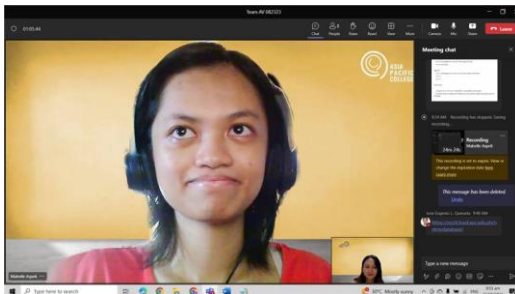
MINUTES OF THE MEETING

Date: 08/23/2023

Time Start: 9:00 am



Time End: 9:53 am



Attendees

- *Meeting Facilitator:* Mabelle Aspeli
- *Secretary:* Sofia Villamin
- *List of attendees:*
 - Mabelle Aspeli
 - Sofia Villamin

Agenda

1. Assign roles for every meeting (Facilitator and Secretary).
2. Scan and review required documents.
3. Prepare questions and clarifications for Sir Quesada about Test Strategy creation and Test Plan creation.

Next steps

MINUTES OF THE MEETING

1. Communicate with Jakerson of Team Developmentality for the Project System and Project Management Plan to review about their system.
2. Start accomplishing the other sections of the documents required.