**MINUTES OF THE MEETING – 04/17**

1. Meeting Initiation: Kieyl Ponce
   1. Project Manager - Allan Vincent Nefalar
   2. Minutes Recorder - Ruth Morallos
   3. Meeting Moderator - Kieyl Ponce
   4. Attendees:
      1. Bryan Geneta
      2. Vincent Nacor
      3. Patrick Cortez
2. Agenda
   1. Schedule meetings
      1. Scope management – 04/18
      2. Cost management – 04/19
      3. Schedule management – 04/20
      4. Work breakdown structure - 04/21
      5. Work packages – 04/22
      6. Editing/Polishing – start - 04/24