**MINUTES OF THE MEETING – 04/27**

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. Assign one work per person
      1. Cost management - Allan Vincent Nefalar
      2. Schedule Management - Vincent Nacor
      3. Scope Management - Kieyl Ponce
      4. WBS - Ruth Morallos
      5. Work Packages - Bryan Denylle Geneta, Patrick Cortez
   2. WBS
      1. Continue the WBS from before, update the details for present and future actions
   3. Raise questions and concerns
   4. Meeting with Adviser – Occurs every Tuesday at 9-11 am