

Process: Sprint 1

Meeting n.:	7
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**Type:**

*Managament team*

### Teaching team

**CALLS:**

**Responsable:**

*Nahia Li Gómara*

### Process team

Improvement team

*Other*

## ORGANISATION

MEETING		Necessary documentation:
PLACE:	<i>Mondragon Unibertsitatea, Goiru Kalea, 2</i>	<ul style="list-style-type: none"> <li>• 3Infor1Sem-PBL2019-2020.pdf</li> <li>• Milestone 0 documentation</li> </ul>
DATE:	<i>December 11th 2019</i>	
HOUR:	<i>7:45h</i>	
SUMMONER:	<i>Nahia Li Gómara</i>	
MODERATOR:	<i>Nahia Li Gómara</i>	
SECRETARY:	<i>Nahia Li Gómara</i>	

## PARTICIPANTS

01.- -	<i>Loredi Altzibar</i>	04.-	<i>Xabier Landa</i>
02.- -	<i>Nahia Li Gómara</i>	05.-	<i>Ander Olaso</i>
03.- -	<i>Aitor Landa</i>	06.-	<i>Ane Sajeras</i>

## TOPIC

01. -	Task for the day
02. -	Questions and suggestions

## DEVELOPMENT

01.	<p><b>TOPIC: Task for the day</b></p> <p><b>Spoken:</b> We talk about the starting things that each have to start in the day.</p> <ul style="list-style-type: none"> <li>• Finish the documentation part for operating systems</li> <li>• Finish the documentation part for UCD</li> <li>• Finish the documentation part for project management and join all the acts and photos</li> <li>• Finish the part II of the handbook of software</li> <li>• Finish the PPT for the milestone 1</li> <li>• Repair some issues with the web part</li> </ul>
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**Next Meeting/Hour:** October 13<sup>th</sup> – 7:45h ----- **Place:** Goiru Kalea, 2