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Software Project Management 2021/2022

Team 31 - Flashee

Meeting Minutes #1

### Date/Time/Location: 19/10/2021, 13:31-14:00, MSTeams - GPS 2122

### Moderator: João Cunha ([jcunha@isec.pt](mailto:jcunha@isec.pt))

### Participants

* João Cunha, Client, Moderator, Recorder
* Álvar San Martin Liendo, team member
* Ângelo Paiva, team member, Timekeeper
* Burak Tinman, team member
* Jan Frank, team member
* Pedro Henriques, team member

### Goal

* Project startup review

### Agenda

1. Meeting startup (3 min) - jcunha
2. Review of project artifacts (dashboard, log, V&S, sharepoint) (5 min)- jcunha
3. Vision&Scope Review (13 min) - 1st element of the team
4. Individual tasks and commitments with the project (3 min) - All
5. Goals for next week and AOB (1 min) - jcunha

# Items Discussed

* Dasjboard review
* V&S review
* Team chose 4 weeks development

# Action Items

* [AI1] – Dashboard:
  + Make goal statement more clear
* [AI2] – V&S
  + Cleanup document
  + Clarify users and stakeholders
  + Clarify solution and features

# Next Meeting

* 26/10/2021, 13:30-13:56, MSTeams - GPS 2122
* Moderator: Burak Tinman