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Software Project Management 2021/2022

Team 31 - Flashee

Meeting Minutes #3

### Date/Time/Location: 02/11/2021, 13:30-13:55, MSTeams - GPS 2122

### Moderator: Ângelo Paiva (a2019129023@isec.pt)

### Participants

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

### Goal

* Review of week 2 action items, start of stage 1.2

### Agenda

1. Greeting (1 min) – Ângelo
2. Review of last action items (2 min) – Ângelo
3. Section 1 of SDP (2 min) – Jan
4. Section 2 of SDP (6 min) – Ângelo / Álvar
5. Section 3.1 of SDP (6 min) - Álvar
6. Section 4 of SDP (2 min) – Burak
7. WBS (5 min) - Pedro
8. Goals for next week and AOB (1 min) - Ângelo

# Week 2 action items

* *[AI1] – V&S:*
* *Approve the document -> done by approving the document*
* *[AI2] – Milestone M1.1 Review*
* Find a solution for the room situation -> done by analysing the schedules for open rooms and deciding on one
* Approve the document -> done by approving the document

# Items Discussed

* Last week action items
* SDP
* WBS

# Action Items

* [AI1] - Deliverables
  + Fix name of Milestone report
  + Reapprove V&S
* [AI2] – SDP
  + Entire stage 2, not just development part
  + 2.2 – list of deliverables in slides of first class
  + 2.3 – documents:
    - Support folder
    - Minutes
    - Source code
    - User documentation
* [AI3] – WBS
  + Missing steps of stage 2
  + Follow planning poker rules properly
  + Assumptions

# Next Meeting

* 09/11/2021, 13:30-14:00, MSTeams - GPS 2122
* Moderator: Jan Frank