24/09/2024 21:00 | [1ª Reunião de Gestão de Projetos](https://www.google.com/calendar/event?eid=NzRzbWFlMW82Z3M2OGJiMzZkaTZjYjlrNjlpajhiYjFjOHM2OGI5aTcwc2o0b3I1Y29yNjZkcG5jZyBtYWlsZGFjYXRhNDVAbQ)

| **Participants** | | [Catarina Pereira](mailto:maildacata45@gmail.com) [inescabral1309@gmail.com](mailto:inescabral1309@gmail.com)[leonardo.d.martins02@gmail.com](mailto:leonardo.d.martins02@gmail.com)[rodrigo.rocha.dc03@gmail.com](mailto:rodrigo.rocha.dc03@gmail.com) | | |
| --- | --- | --- | --- | --- |
| **Start** | 21:00 | **End** | 21:45 | |
| **Meeting venue** | | Zoom | | |
| **Responsible for making notes** | | Inês Neves | **Mediator** | Catarina  Pereira |
| **Language** | | The meeting was held in a mixture of English, Portuguese and Spanish. But mostly in Português. | | |

## **Discussed points**

* The roles for each week (starting on Friday) rotate each week[Roles to each week](https://docs.google.com/spreadsheets/u/0/d/1DQtP1dMiALlJcqllWFUbB2AdtIQaZ2xNjxufZ8gFe7U/edit)
* Group clarification of the client's project request, so that all members understand what is to be done and to clarify what needs to be done; [Visita ao cliente](https://docs.google.com/document/u/0/d/13qoSHnTaITE0dq178ZALAJ2P24NfCoB4kN_Y47ytQyE/edit)
* Questions for the Client/Consultant [Perguntas ao cliente](https://docs.google.com/document/u/0/d/1Oq4xw1EWwwFABNNGQJ4JlXaWiNJqeMDLbpXZXDPNf6Q/edit);
* Development of the tasks to be carried out, how long each task takes and who is responsible for each task. If there is no assigned manager, it means that everyone is responsible for that task. [Gestão de Projetos - Tarefas](https://docs.google.com/spreadsheets/u/0/d/1B3iP_bW-uW3_UqrZLZSymRSAss21jLLKQ9HTYy_VSvw/edit)
* Choosing the IT tools to be used [Ferramentas Utilizadas](https://docs.google.com/document/u/0/d/11hi-estWxaUpJK9wGAZIXeF2R5P4VjcxpdeZrSo7Vww/edit):
  + Using DeepL, for example, for translating some text that we have doubts to Portuguese/Spanish to English;
  + Zoom/Discord for the meetings;
  + Google Drive for the documents;
  + Whatsapp and Discord for talking.
* Definition of the documentation to be produced;
* Translation of some documents from Portuguese/Spanish to English.

## **Responsible for documents during the meeting**

Every one was to be responsible for every document and check all information.

## **Next Meeting**

The next meeting is scheduled for Saturday (28/09) at 10h30

Everyone has to homework:

* What is viable to do (what cannot be done and what can be done)
* Knowing how to use the App Inventor application