

| 3rd Meeting Work Plan | |
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| **Meeting Date** | xx/10/2024 |
| **Time** | hh:mm |
| **Degree** | Master's in Telecommunications and Computer Engineering (METI) |
| **Year** | 2nd Year |
| **Curricular Unit** | Gestão de Projetos de Tecnologias de Informação (GPTI) |

**Work Plan/Activities**

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. Clarify the ideas to be implemented in the application.
3. Clarify the requirements and information from the meeting with the client.
4. Plan Budget.
5. Establish Stakeholders and Stakeholders Matrix.
6. Develop the project charter.
7. Realize which ideas can be implemented in the application.
8. Other subjects (10').
9. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].