

| 23/10/2024 21:00 | |
| --- | --- |
| **Meeting Date** | 23/10/2024 |
| **Begin Time** | 21:00 |
| **End Time** | 22:15 |
| **Degree** | Master's in Telecommunications and Computer Engineering (METI) |
| **Year** | 2nd Year |
| **Curricular Unit** | Gestão de Projetos de Tecnologias de Informação (GPTI) |
| **Meeting Location** | Zoom/Discord |

Team

| **Name** | **Role** | **Email** |  |  |
| --- | --- | --- | --- | --- |
| 1. Catarina Pereira | Manager | pg53733@alunos.uminho.pt | **P** | **x** |
| 1. Inês Neves |  | pg53864@alunos.uminho.pt |  | **x** |
| 1. Leonardo Martins |  | pg53996@alunos.uminho.pt | **S** | **x** |
| 1. Rodrigo Castillas |  | e12165@alunos.uminho.pt | **T** | **x** |

**Note:** P - President; S - Secretary; T - Timekeeper. X - Present

Work Plan/Activities

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. Discussing of Project Plan
3. Gantt Chart
4. Discussing dependencies between activities
5. Work-packages
6. Other subjects (10').
7. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

Meeting Ata

1. **Introduction and inclusion of topics under ‘Other subjects’ (5').**

No other subjects adding to the reunion

## Discussing of Project Plan

All agree with the project plan at the moment.

## Gantt Chart

Discussing the topics to add to the Gantt Chart.

Catarina is responsible for Gantt Chart on Project Libre.

## Discussing dependencies between activities

First creation of Gantt Chart, and on the next meeting discussion

## Work-packages

Doing it during the reunion, already on Project Charter

1. **Other subjects (10').**
2. **Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].**

**Next Meeting:**

**Work Plan/Activities:**

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
3. Other subjects (10').
4. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

