

| 30/10/2024 21:00 | |
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| **Meeting Date** | 30/10/2024 |
| **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** | <https://us05web.zoom.us/j/81644921797?pwd=7CpypcYez6X2BG4VHU6cdwUIvdarQY.1> |

Team

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

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

Work Plan/Activities

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. Review and discuss the points highlighted by the professor in the meeting to improve the project plan.
3. Plan and design the project mockup.
4. Review the Gantt diagram, focusing on activity dependencies.
5. Define team roles for reviewing and improving the project plan text.
6. Set a deadline for team members to complete revisions to the project plan.
7. Other subjects (10').
8. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

Meeting Ata

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

No other topics were added

## Review and discuss the points highlighted by the professor in the meeting to improve the project plan.

Resume better and the green on the text is the new ideas/new version in portuguese

## Plan and design the project mockup.

Discussed how it will be the first page after initiating the app, if the quiz pages are good.

The link for the mockup on figma:

<https://www.figma.com/design/o3I55OV8uo6EdwdEkhXyiQ/Tech-Museum?node-id=0-1&t=epB4uAcTyWx4kxEd-1>

## Review the Gantt diagram, focusing on activity dependencies.

The team as one doubt do the price to add up to all budget, but the time of each activity is going to be too short for the budget in question.

## Define team roles for reviewing and improving the project plan text.

Each member has to create a quiz for each room/exhibitor.

## Set a deadline for team members to complete revisions to the project plan.

The creation of the quizzes are to be done by monday.

## Other subjects (10').

No subject was added.

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

