

| 07/10/2024 16:00|[3rd Meeting GPTI](https://www.google.com/calendar/event?eid=NjRvMzZjcjVjY3EzMGI5bWNkaTNhYjlrY3BoNjJiOW82MWltNGI5bmNoZ2oyYzFpNmdxMzJvajZjNCBtYWlsZGFjYXRhNDVAbQ) | |
| --- | --- |
| **Meeting Date** | 29/09/2024 |
| **Begin Time** | 16h00 |
| **End Time** | 17h00 |
| **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://zoom.us/j/98431235458?pwd=pSfMGbQhy6mpHrLRXa44obBGn5OKjT.1> |

Team

| **Name** | **Role** | **Email** |  |  |
| --- | --- | --- | --- | --- |
| 1. Catarina Pereira | Methodologist | pg53733@alunos.uminho.pt | **T** | **x** |
| 1. Inês Neves | Team Manager | pg53864@alunos.uminho.pt |  | **x** |
| 1. Leonardo Martins | Leader | pg53996@alunos.uminho.pt | **P** | **x** |
| 1. Rodrigo Castillas | Documentalist | 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. 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].

Meeting Ata

| 1. **Introduction and inclusion of topics under ‘Other subjects’ (5').**   Preparation for the presentation on Thursday (10/10) of the Project Charter Clarify the ideas to be implemented in the application. Discussion of the ideas suggest by the professor:   * Quiz in one of the room; * “Where’s Wally” (tech version); * What type of equipment is shown in the exhibition; * “You can't miss this equipment”; * Rally paper; * Sorts computers by capacity; * “Guess the price” * Video of a equipment working | |
| --- | --- |
|  | Clarify the requirements and information from the meeting with the client. Room name buttons/Virtual map of the museum;  Possibility of logging into an account for adults or children;  QR Code scanning;  Development of themed quizzes.  Collection of user feedback;  Functional application on Android (IoS on the manual);  Application available on the Google Play Store (AppStore on the manual);  Quality Certificate;  Audio;  Links for the museum website. |

## Plan Budget.

Discussed and created a excel forms [Orçamento](https://docs.google.com/spreadsheets/u/0/d/1ilXBlQUPGRBfb8btUw2FW6uBj-C_hbqS3SNoNQFCC-s/edit)

## Establish Stakeholders and Stakeholders Matrix.

Stakeholders and Stakeholders Matrix created by Catarina on [PC V1.docx](https://docs.google.com/document/u/0/d/1rXTnLEvejooz8VprcmaV2co0lD5oSDX3/edit) discuss with the rest of the group. All agreed.

## Develop the project charter.

The team has to focus on the Purpose/Objectives, Deliveries and Requirements of [PC V1.docx](https://docs.google.com/document/u/0/d/1rXTnLEvejooz8VprcmaV2co0lD5oSDX3/edit)

## Realize which ideas can be implemented in the application.

Not discussed.

## Other subjects (10').

The presentation of Thursday (10/10) is going to be with a help of a powerpoint [Apresentação PC e PPi (10/10)](https://docs.google.com/presentation/u/0/d/14IyAyfahrS1m5nuWx6bu1Naoljsjc4aZQtnuNLRtuPU/edit) and is going to be developed after the project charter is concluded and alongside the poster. The team is going to create a script for the presentation.

## 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. Ending the Project Charter
3. Clarify for all members of the group the info of the Project Charter.
4. Develop the presentation powerpoint and its script.
5. Other subjects (10').
6. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

