

| 09/10/2024 19:45 |Ata of the 4th Meeting | |
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| **Meeting Date** | 09/10/2024 |
| **Beggin Time** | 19:45 |
| **End Time** | 20:10 |
| **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 |  | pg53733@alunos.uminho.pt | **T** | **x** |
| 1. Inês Neves |  | pg53864@alunos.uminho.pt |  | **x** |
| 1. Leonardo Martins |  | pg53996@alunos.uminho.pt | **P** | **x** |
| 1. 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. 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.

Meeting Ata

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

No “Other Subjects” were introduced.

1. **Ending the project Charter.**

The team ended the Project Charter before the meeting.

## Clarify for all members of the group the info of the Project Charter.

No doubts were presented.

## Develop the presentation powerpoint and its script.

The script is one the notes of each slide of the powerpoint:

* Rodrigo is going to record his presentation of the slides 1 to 4;
* Leonardo is going to present slides 5 to 7;
* Catarina is going to present slides 8 to 10;
* Inês is going to present slides 11 to 13;

1. **Other subjects (10').**

No other subjects were discussed.

1. **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].

