

| 4nd 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. 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].