

| 6th Meeting Work Plan | |
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| **Meeting Date** | 30/10/2024 |
| **Time** | 21:00 |
| **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. 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].