

| 12/11/2024 20:15 | |
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| **Meeting Date** | 12/11/2024 |
| **Begin Time** | 20:15 |
| **End Time** | 20:55 |
| **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 | **S** | **x** |
| Inês Neves |  | pg53864@alunos.uminho.pt | **T** | **x** |
| Leonardo Martins | Leader | pg53996@alunos.uminho.pt |  | **x** |
| Rodrigo Castillas |  | e12165@alunos.uminho.pt | **P** | **x** |

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

Work Plan/Activities

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. Discuss Presentation Structure and Key Points (15’)..
3. Finalize the Game Concept (20’).
4. Design Mockup and Visual Elements for the Game (20’).
5. Assign Roles for Finalizing the Presentation (10’).
6. Set Deadlines and Review Process (5’).
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 subjects added

## Discuss Presentation Structure and Key Points (15’).

## Finalize the Game Concept (20’).

Rodrigo made 10 questions [Gestão de Projetos - Ideas (1).docx](https://docs.google.com/document/u/0/d/1eh_ZRuFgKQ6NR2PGutGvtaRuhmpOhbjN/edit).

## Design Mockup and Visual Elements for the Game (20’).

It will be discussed next meeting

## Assign Roles for Finalizing the Presentation (10’).

Slide 1 - 5: Rodrigo;

Slide 6 - 9: Leo;

Slide 10 - 13: Inês;

Slide 14 - 18: Catarina.

## Set Deadlines and Review Process (5’).

By the end of the day, the text for what we will say needs to be written in the speaker's notes for each slide, and the time we practiced to take for each slide should be shared in the WhatsApp group.

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

.No other subject were added

1. **Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].**

**Next Meeting:** 19/11/2024 - 21:00 (Voting first of all on Sunday, to bring together all the members of the group)

**Work Plan/Activities:**

1. Introduction and inclusion of topics under ‘Other subjects’ (5').
2. Finalize the Game Concept (20’).
3. Design Mockup and Visual Elements for the Game (20’).
4. Finish the rest of the Mockup (30’).
5. Other subjects (10').
6. Conclusion (5'). [Scheduling the next meeting. Setting the agenda for the next meeting].

