# **MEETING MINUTES**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

| **Project Name:** | Base de Datos “Sexy Lady” | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 15/03/2017 | **Location:** | Acámbaro |
| **Minutes Prepared By:** | Lilia Isabel Rojas Noguéz | **Charge time to:** | Lilia Isabel Rojas Noguéz |

|  |
| --- |
| 1. Purpose of Meeting |
| Correct the documentation and start coding the project. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| María Guadalupe Caballero Cruz (MGCC) | Programmer | magpe.informatica@gmail.com | 447-126-35-87 |
| José Rodrigo Reséndiz Díaz (JRRD) | Analyst  Tester | isa\_lili@gmail.com | 417-104-81-86 |
| Lilia Isabel Rojas Noguéz (LIRN) | Manager  Designer | joserodrigoresendiz@gmail.com | 447-111-26-41 |

|  |
| --- |
| 3. Meeting Agenda |
| 1. Reset the wbs 2. Correction of documentation |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| 1. The necessary resources was adjusted in the WBS of the project. 2. Fixed errors in project documentation |

|  |  |  |
| --- | --- | --- |
| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| 1. Realize Meeting Minutes. | MGCC | 15/03/2017 |
| 1. Assign the necessary resources in the WBS. | MGCC  JRRD  LIRN | 23/03/17 |
| 1. Correction of documentation | MGCC  JRRD  LIRN | 22/03/07 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 22/03/2017 | **Time:** | 4:00pm | **Location:** | Acámbaro |
| Agenda: | * Elaboration of the activity log. * Encoding the BD | | | | | |