# **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” | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 22/03/2017 | **Location:** | Acámbaro |
| **Minutes Prepared By:** | José Rodrigo Reséndiz Díaz | **Charge time to:** | José Rodrigo Reséndiz Díaz |

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| 1. Purpose of Meeting |
| Correct the documentation, start coding the project and classification of costs. |

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| 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 | joserodrigoresendiz@gmail.com | 447-111-26-41 |
| Lilia Isabel Rojas Noguéz (LIRN) | Manager  Designer | isa\_lili@gmail.com | 417-104-81-86 |

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| 3. Meeting Agenda |
| 1. Encoding the BD. 2. Classification of costs. 3. Correction of documentation. |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Develop the database. 2. Classification of costs. 3. Fixed errors in project documentation. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| 1. Realize Meeting Minutes. | JRRD | 22/03/2017 |
| 1. Encoding the BD. | MGCC  JRRD  LIRN | 23/03/17 |
| 1. Classify the costs necessary to develop the project. | MGCC  JRRD  LIRN | 24/03/17 |
| 1. Correction of documentation. | MGCC  JRRD  LIRN | 25/03/07 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 29/03/2017 | **Time:** | 4:00pm | **Location:** | Acámbaro |
| Agenda: | * Elaboration of the document. | | | | | |