# **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) | 05/04/2017 | **Location:** | Acámbaro |
| **Minutes Prepared By:** | Lilia Isabel Rojas Noguéz | **Charge time to:** | Lilia Isabel Rojas Noguéz |

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| 1. Purpose of Meeting |
| Correction the documentation adapting the project and documentation to the CMMI model. |

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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. Correction the activities. 3. Correction of WBS. 4. Correction of schedule. 5. Adapt of requirements to SRS. 6. Upload corrected files to a repository |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Finish encoding. 2. The errors presented in the activities were corrected. 3. The WBS was correct according to the correct dates. 4. The days of schedule were correct depending of the WBS. 5. The requirements were adapt to template SRS. 6. Upload corrected files to a repository. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| 1. Realize Meeting Minutes. | MGGC | 01/04/2017 |
| 1. Encoding the BD. | MGCC  JRRD  LIRN | 03/04/2017 |
| 1. Correct the actvities. | MGCC  JRRD  LIRN | 30/04/2017 |
| 1. Correct the WBS. | MGCC  JRRD  LIRN | 01/04/2017 |
| 1. Correction of schedule. |  |  |
| 1. Adapt of requirements to SRS. |  |  |
| 1. Upload corrected files to a repository |  |  |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** |  |
| Agenda: |  | | | | | |