# **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:** | La Mexicana | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 03/12/2018 | **Location:** | UTL. |
| **Minutes Prepared By:** | Jonathan Jair Alfaro Sánchez | **Charge time to:** | 30 minutes |

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| 1. Purpose of Meeting |
| Deal with matters related to activity 2 of the second partial. |

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| 2. Attendance at Meeting (*add rows as necessary)* | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| Jonathan Jair Alfaro Sánchez | Project manager/Programmer | jonathan\_jair\_01@hotmail.com | 417-102-6355 |
| Mary Carmen Crescencio Bernal | Analyst | marylupe58@hotmail.com | 417-104-97-74 |
| Miguel Ángel Mandujano Barragán | Designer/Programmer | miguel\_dark97@hotmail.com | 417-100-92-87 |
| Giovanni Misael Alfaro Sánchez | Programmer/Tester | giovannimisael007@hotmail.com | 417-109-12-50 |

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| 3. Meeting Agenda |
| Review the tasks to be delivered in the activity, assign tasks to the team members. |

| 4. Meeting Notes, Decisions, Issues |
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| **01.03.12.18:** On Monday, March 12, the rubric of activity 2 was read in order to know what tasks were requested of us.  **02.03.12.18:** The allocation of tasks among team members was subsequently carried out. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Use case diagrams | JJAS | 03/17/2018 |
| Sequence diagrams | JJAS | 03/17/2018 |
| Class diagram | JJAS | 03/17/2018 |
| E-R Diagram | JJAS | 03/17/2018 |
| Navigation map | JJAS | 03/17/2018 |
| Sketches | MAMB | 03/17/2018 |
| Binnacle | JJAS | 03/17/2018 |
| Events calendar | MAMB | 03/17/2018 |
| Communications matrix | MAMB | 03/17/2018 |
| Project priorities | GMAS | 03/17/2018 |
| Analysis of suppliers | MCCB | 03/17/2018 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/17/2018 | **Time:** | 10:30 am | **Location:** | UTL |
| Agenda: | Verify the flow of the processes captured in the diagrams, verify the structure of the database with customer requests, review the sketches. | | | | | |