# **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) | 02/01/2018 | **Location:** | UTL. |
| **Minutes Prepared By:** | Jonathan Jair Alfaro Sánchez | **Charge time to:** | 50 minutes |

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| 1. Purpose of Meeting |
| Deal with general issues. |

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| 2. Attendance at Meeting (*add rows as necessary)* | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| María de los Ángeles Chiguindo Vega | Client | angeleschiguindo@gmail.com | 417-119-1247 |
| Brenda Jiménez Medina | Client | brendajimenezmedina@gmail.com | 447-110-4620 |
| Sarahi Dorantes Carrillo | Client | sara\_punk\_93@hotmail.com | 417-116-4380 |
| José Marcelino Onofre Ramírez | Client | marceonofre123@hotmail.com | 447-117-5199 |
| Irvin Alejandro Fuentes Trujillo | Client | yosoyelvivin@gmail.com | 417-106-3983 |
| 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 |
| Exposition of projects, project selection, presentation of the work team, know the background of the project and its problems. |

| 4. Meeting Notes, Decisions, Issues |
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| **01.02.01.18:** On February 1st, the exposition of projects by IDE students took place. In this exposition each team presented their project, making known the most relevant aspects of these.  **02.02.01.18:** Subsequently each TICs team selected the project that they liked the most.  **03.02.01.18:** Once the project was chosen, the project manager presented his work team with the clients, also they talking about what the client wanted.  **04.02.01.18:** To finalize the meeting, our analyst was given the task of knowing the background of the company, in order to contextualize the work team about the company and the project to be developed.  **05.02.01.18:** She also inquired about the problems presented by the company, how they currently work and so know if it is viable to develop the planned software. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Write the background of the company | Mary Carmen Crescencio Bernal | 02/04/2018 |
| Write the problem of the company | Mary Carmen Crescencio Bernal | 02/04/2018 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 02/10/2018 | **Time:** | 10:20 am | **Location:** | UTL |
| Agenda: | Requirements capture. | | | | | |