# **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) | 02/10/2018 | **Location:** | UTL. |
| **Minutes Prepared By:** | Jonathan Jair Alfaro Sánchez | **Charge time to:** | 50 minutes |

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| 1. Purpose of Meeting |
| Requirements capture. |

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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 |

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| 3. Meeting Agenda |
| Conduct an interview with the client to obtain the requirements of the system. |

| 4. Meeting Notes, Decisions, Issues |
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| **01.02.10.18:** On February 10, a client interview was held to obtain the system's requirements. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Interview | Mary Carmen Crescencio Bernal | 02/14/2018 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 03/12/2018 | **Time:** | 6:15 pm | **Location:** | UTL |
| Agenda: | Deal with matters related to activity 2 of the second partial. | | | | | |