# **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 | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 03/17/2018 | **Location:** | UTL. |
| **Minutes Prepared By:** | Mary Carmen Crescencio Bernal | **Charge time to:** | 50 minutes |

|  |
| --- |
| 1. Purpose of Meeting |
| Acceptance of work by the client. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting (*add rows as necessary)* | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| 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 |
| 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 |

|  |
| --- |
| 3. Meeting Agenda |
| Verify the flow of the processes captured in the diagrams, verify the structure of the database with customer requests, review the sketches. |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| **17.03.01.18:** The customer approved the sketches. |

|  |  |  |
| --- | --- | --- |
| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Develop the website. | Work team (Programmers) | 04/01/2018 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 04/06/2018 | **Time:** | 04:30 pm | **Location:** | UTL |
| Agenda: | Delivery of the project. | | | | | |