# **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) | 03/17/2018 | **Location:** | Miguel’s house |
| **Minutes Prepared By:** | Jonathan Jair Alfaro Sánchez | **Charge time to:** | 60 minutes |

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| 1. Purpose of Meeting |
| Matters related to the documentation and coding of the project. |

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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 |
| Verify the missing activities to finish the project, agree on the dress that will be used for the exhibition, assign missing tasks to the team members. |

| 4. Meeting Notes, Decisions, Issues |
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| **01.03.017.18:** First, the missing documentation was discussed to finalize the project.  **02.03.017.18:** The dress to be used on the day of the expocion was agreed, being in agreement with wearing a ginda shirt, black pants and black tie.  **03.03.017.18:** Finally, a small test for the exhibition was carried out. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Interview | MCCM | 04/04/2018 |
| SRS | MCCB | 04/04/2018 |
| Translate analysis supplier | MCCB | 04/04/2018 |
| Translate calendar of events | MAMB | 04/04/2018 |
| Translate communication matrix | MAMB | 04/04/2018 |
| Translate budget | MAMB | 04/04/2018 |
| Correct details in the WBS | JJAS | 04/02/2018 |
| Complete diagrams UML | JJAS | 04/04/2018 |
| Adjust to delimit well some restrictions of what would not be done in the project. | JJAS, MAMB | 04/04/2018 |
| Translate project priorities | GMAS | 04/04/2018 |
| Translate document of tool for the management of quality | GMAS | 04/04/2018 |
| Translate activity document | GMAS | 04/04/2018 |
| Write the acceptance letter. | JJAS | 04/06/2018 |
| Write the project closing act. | JJAS | 04/06/2018 |

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