# **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) | 04/06/2018 | **Location:** | UTL |
| **Minutes Prepared By:** | Jonathan Jair Alfaro Sánchez | **Charge time to:** | 20 minutes |

|  |
| --- |
| 1. Purpose of Meeting |
| Sign documents that end the project and deliver the project to the client. |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |
| --- |
| 3. Meeting Agenda |
| Sign the acceptance document, then the project closing document and deliver the project to the client. |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| **01.04.06.18:** On Friday, April 6, the work team met with the client to end the project.  **02.04.06.18:** The client carefully reads the documents and then signed, being satisfied with the project that was made.  **03.04.06.18:** The project leader delivered the project. |

|  |  |  |
| --- | --- | --- |
| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** |  |
| Agenda: |  | | | | | |