# **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) | 02/08/2018 | **Location:** | UTL. |
| **Minutes Prepared By:** | Jonathan Jair Alfaro Sánchez | **Charge time to:** | 30 minutes |

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| 1. Purpose of Meeting |
| Assignment and coordination of tasks for the work team. |

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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 |
| List pass, follow up of the previous activities, distribution of tasks for the realization of the activity 2. |

| 4. Meeting Notes, Decisions, Issues |
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| **01.02.12.18:** On Thursday, February 8, the work team met, all of whom were present, to discuss matters related to activity 2.  **02.02.12.18:** Following up on past activities, it was determined that those were complete, thus closing those activities.  **03.02.12.18:** Subsequently, the assignment of tasks to each of the team members was carried out, in order to comply with activity 2. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Structure of the document | JJAS | 02/11/2018 |
| Definition of methodological objectives | JJAS | 02/11/2018 |
| Theoretical framework | MCCB, MAMB, GMAS | 02/11/2018 |
| Elaboration of meeting minutes 2 | JJAS | 02/11/2018 |
| Activity document | JJAS, MCCB, MAMB | 02/11/2018 |
| Life cycle selection | JJAS, MCCB, MAMB, GMAS | 02/11/2018 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 12/02/2018 | **Time:** | 6:15 pm | **Location:** | UTL |
| Agenda: | Requirements capture. | | | | | |