

## **FIRST MEETING**

**Date:** September 27th, 2018

**Info:** First Lab Session

**Location:** ISO2 Lab, Escuela Superior de Informática

**Spent Time:** 1h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	yes
<i>Raquel Del Castillo Pérez</i>	yes
<i>Samuel González Linde</i>	yes
<i>Daniel Ballesteros Almazán</i>	yes

### **Topics:**

- 1.- Name of the company.
- 2.- Communication group.
- 3.- Selection of the coordinator of the group.

### **Conclusions:**

Enrique Valverde was selected as the coordinator of the group.

Brainstorming of names for the company.

Finally we decided to have a fruit name.

We decided to use the name Kiwi Solutions and a Kiwi (animal) as the logotype of the company.

After some discussions in the communication group of WhatsApp, name was changed to KiwiIT Solutions.

And Enrique Valverde Soriano offered himself to make a new logo.

## **SECOND MEETING**

**Date:** 4th October, 2018

**Info:** Second Lab Session

**Location:** ISO2 Lab, Escuela Superior de Informática

**Spent Time:** 1:30h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	yes
<i>Raquel Del Castillo Pérez</i>	yes
<i>Samuel González Linde</i>	yes
<i>Daniel Ballesteros Almazán</i>	yes

### **Topics:**

- 1.- Creation of the GitHub repository.
- 2.- Creation of the Web Site of the company.

## **THIRD MEETING**

**Date:** 18th October, 2018

**Info:** Lab Session

**Location:** ISO2 Lab, Escuela Superior de Informática

**Spent Time:** 1:30h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	yes
<i>Raquel Del Castillo Pérez</i>	yes
<i>Samuel González Linde</i>	yes
<i>Daniel Ballesteros Almazán</i>	yes

### **Topics:**

- 1.- Company structure:
  - a.- Departments.
  - b.- Roles.
  - c.- Economic Dimension.
- 2.- Email creation for the company.
- 3.- Twitter creation for the company.

## **FOURTH MEETING**

**Date:** 18th October, 2018

**Spent Time:** 1:30

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

**Topics:**

1.- Business Plan for the company.

## **FIFTH MEETING**

**Date:** 24th October, 2018

**Spent Time:** 1:00h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	yes
<i>Samuel González Linde</i>	yes
<i>Daniel Ballesteros Almazán</i>	No

**Topics:**

1.- Requirements Analysis.

## **SIXTH MEETING**

**Date:** 25th October, 2018

**Spent Time:** 2:00 h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	No
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	yes

**Topics:**

1.- Use Case Diagram.

## **SEVENTH MEETING**

**Date:** 10th November, 2018

**Spent Time:** 3h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	No
<i>Daniel Ballesteros Almazán</i>	Yes

### **Topics:**

- 1.- Creation of the Discord Server (for communication).
- 2.- Creation of the RADIT.
- 3.- Planification and cost estimation.

## **EIGHTH MEETING**

**Date:** 22th November, 2018

**Spent Time:** 2h

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

### **Topics:**

- 1.- Quality and validation.
- 2.- Quality model.
- 3.- Configuration management was created.



## **NINTH MEETING**

**Date:** 28th March, 2019

**Spent Time:** 1h

**Info:** Discord

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

### **Topics:**

- 1.- Review Business Plan for the company.
- 2.- Review Requirements Analysis.

## **TENTH MEETING**

**Date:** 01st April, 2019

**Spent Time:** 1h

**Info:** Meeting

**Location:** ISO2 Office, ESI.

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	No
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

### **Topics:**

- 1.- Questions for Ismael.
- 2.- Review Use Case Diagram.

## **ELEVENTH MEETING**

**Date:** 14th April, 2019

**Spent Time:** 2h

**Info:** Discord

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

### **Topics:**

- 1.- Review Quality Model.
- 2.- Review Configuration Management.

## **TWELFTH MEETING**

**Date:** 29th April, 2019

**Spent Time:** 3h

**Info:** ISO2 Office, Discord.

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

### **Topics:**

- 1.- Review Planification and Cost Estimations.
- 2.- Review RADIT.
- 3.- Progress questions for Ismael.

## **THIRTEENTH MEETING**

**Date:** 15th May, 2019

**Spent Time:** 2h

**Info:** Discord

**Group member:**

**Present at the meeting:**

<i>Enrique Valverde Soriano</i>	Yes
<i>Raquel Del Castillo Pérez</i>	Yes
<i>Samuel González Linde</i>	Yes
<i>Daniel Ballesteros Almazán</i>	Yes

**Topics:**

1.- Review Diagrams.