

Minute of Meeting

General Information			
Date	2018-09-20	Location	DEI C 6.4
Start Time	4:00pm	Chairman	Hugo Marques
Duration	2:00h	Rapporteur	Maria Alves and Rui Reis
Subject	Team Reunion		
Participants	The participant's list is attached		

Topics Discussed - Team's Report		
N.º	Topic	Summary
1	Project Management	Reorganization of team, definition of metrics, division of tasks by team members
2	Requirements	Conducting draft document with the requirements to provide the implementation team
3	Implementation	
4	Tests	Creation of the media within the group, define the person in charge of the unit, planning of the next week's tasks, marking the group meeting
5	Quality	Distribution of tasks, preparation of minutes Collection of information about the units Next week's presentation
6	Environment	Several tests for the logo, creation of the template for presentation of each group, creation of GitHub, update of all the members in the slack

Next Meeting			
Date	Hour	Location	Subject
2018-09-27	16:00	C.6.4	Progress of teams