




# Meeting 30/09/2023 Minute

Created by	 roberto javier jimenez vargas
Created time	@September 30, 2023 8:47 AM
Tags	minutas

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Caja Hipodromo	<b>Current process:</b>	Start
<b>Minute</b>	<b>Date:</b>	30/09/2023
First session: Introduction to the project, general explain, meetings arrangement, work schedule	<b>Annex:</b>	

## General info

<b>Project name or subject:</b>	Caja Hipodromo Internship
<b>Convener:</b> Roberto Jimenez, Mario Alvarado	<b>Date:</b> 26/09/2023

## Personnel

Roberto Jimenez	Unipoli DGO
Mario Alvarado	Unipoli DGO
Luis Ponce	Unipoli DGO
<b>Minute responsible:</b>	Roberto Jimenez, Mario Alvarado

## Content

<b>Meeting purpose:</b>	Get the general information, work schedules and weekly meetings date & time.
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Agenda	
No.	Subject
1	Presentation and explain the way to work (Notion workspace, schedules, track of activities)
2	Understand the project and see the work schedule
3	arrange the weekly meetings

Points discussed	
No.	Description
1	Presentation and the way to work 1. Use of notion 2. What we're supposed to do
2	Understand the project and work schedule 1. The project was explained by the student 2. The student give us the work schedule
3	Define the day and hour of meetings 1. Tentative day Thursday 2. Tentative hour 1:00 PM

No	Commitments / agreements	Responsible	Date
1	Add their activities to the Kanban board	Luis	05/10/2023
2	Meet every Thursday at 1:00 p.m.	Roberto, Luis, Mario	—
3	Review the documentation	Roberto, Mario	05/10/2023

## Observations

1	The student never added nothing to the kanban
2	The meetings didn't happend every week

Next meeting data
Date and time: 05/10/2023 01:00 p.m.

Name	Signature	Date
Roberto Jimenez		30/09/2023
Mario Alvarado		30/09/2023

