Daily Meeting Record  
Date: 02/10/2024  
Time: 18:00  
Duration: 20m  
Facilitator: Daniel Relva  
Note-taker: Bruna Barbosa

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Meet and Greet  
Scrum Master

1. Key Points Discussed

Agenda Item 1:  
Introductions between team members

Agenda Item 3:  
Electing a scrum master for the sprint

1. Next Meeting Schedule  
   Date: 01/10/2024  
   Time: 10:45  
   Agenda for Next Meeting:  
   Discuss client meeting updates

Daily Meeting Record  
Date: 01/10/2024  
Time: 11: 00  
Duration: 1h30m  
Facilitator: Pedro Almeida  
Note-taker: Bruna Barbosa

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda  
   Discuss client session updates  
   Interactive Project Assignment readthrough  
   Task priorities  
   Time estimation  
   Task Distribution  
   Sprint Planning
3. Key Points Discussed  
   Agenda Item 1:  
   Discussion of the clarifications given in the client meeting

Agenda Item 2:  
Readthrought and discussion of the interactive project assignment as a team

Agenda Item 3:  
Establishing the priorities in wich the user stories need to be done

Agenda Item 4:  
Estimating the time required for each user story

Agenda Item 5:  
Distribution of the user stories proposed in the interactive project assignment

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone Planned  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 02/10/2024  
   Time: 15:30  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 02/10/2024  
Time: 15:3O  
Duration: 10m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 03/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 03/10/2024  
Time: 17:00  
Duration: 10m  
Facilitator: Bruna Barbosa  
Note-taker: Diogo Queiroz

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 05/10/2024  
   Time: 14:30  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 04/10/2024  
Time: 14:3O  
Duration: 10m  
Facilitator: Daniel Relva  
Note-taker: Pedro Almeida

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 06/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Week Review  
   Next week planning

Daily Meeting Record  
Date: 06/10/2024  
Time: 17:00  
Duration: 30m  
Facilitator: Diogo Queiroz  
Note-taker: Bruna Barbosa

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida
2. Meeting Agenda

Week Review  
Next week planning

1. Key Points Discussed

Agenda Item 1:  
Review of the week - progress made, problems encountered , issues , comment and complaints

Agenda Item 2:  
Next week planning - what we hope to achieve and how , task priorities for the week

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 07/10/2024  
   Time: 10:45  
   Agenda for Next Meeting:  
   Discussion of the client meeting updates

Daily Meeting Record  
Date: 07/10/2024  
Time: 11: 00  
Duration: 40m  
Facilitator: Pedro Almeida  
Note-taker: Bruna Barbosa

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda  
   Discuss client session updates
3. Key Points Discussed  
   Agenda Item 1:  
   Discussion of the clarifications given in the client meeting
4. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone Planned  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
5. Next Meeting Schedule  
   Date: 08/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 08/10/2024  
Time: 15:3O  
Duration: 10m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 09/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 09/10/2024  
Time: 15:3O  
Duration: 10m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 10/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 10/10/2024  
Time: 17:00  
Duration: 10m  
Facilitator: Bruna Barbosa  
Note-taker: Diogo Queiroz

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 11/10/2024  
   Time: 14:30  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 11/10/2024  
Time: 14:3O  
Duration: 10m  
Facilitator: Daniel Relva  
Note-taker: Pedro Almeida

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 13/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Week Review  
   Next week planning

Daily Meeting Record  
Date: 13/10/2024  
Time: 17:00  
Duration: 30m  
Facilitator: Diogo Queiroz  
Note-taker: Ricardo Silva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Week Review  
Next week planning

1. Key Points Discussed

Agenda Item 1:  
Review of the week - progress made, problems encountered , issues , comment and complaints

Agenda Item 2:  
Next week planning - what we hope to achieve and how , task priorities for the week

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 14/10/2024  
   Time: 10:45  
   Agenda for Next Meeting:  
   Discussion of the client meeting updates

Daily Meeting Record  
Date: 14/10/2024  
Time: 11: 00  
Duration: 30m  
Facilitator: Pedro Almeida  
Note-taker: Bruna Barbosa

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida
2. Meeting Agenda  
   Discuss client session updates
3. Key Points Discussed  
   Agenda Item 1:  
   Discussion of the clarifications given in the client meeting
4. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone Planned  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
5. Next Meeting Schedule  
   Date: 15/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 15/10/2024  
Time: 15:3O  
Duration: 10m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 16/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 16/10/2024  
Time: 15:3O  
Duration: 10m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 17/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 17/10/2024  
Time: 17:00  
Duration: 10m  
Facilitator: Bruna Barbosa  
Note-taker: Diogo Queiroz

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 18/10/2024  
   Time: 14:30  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 18/10/2024  
Time: 14:3O  
Duration: 10m  
Facilitator: Daniel Relva  
Note-taker: Pedro Almeida

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 20/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Week Review  
   Next week planning

Daily Meeting Record  
Date: 20/10/2024  
Time: 17:00  
Duration: 1h  
Facilitator: Diogo Queiroz  
Note-taker: Ricardo Silva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Week Review  
Next week planning

1. Key Points Discussed

Agenda Item 1:  
Review of the week - progress made, problems encountered , issues , comment and complaints

Agenda Item 2:  
Next week planning - what we hope to achieve and how , task priorities for the week

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 21/10/2024  
   Time: 10:45  
   Agenda for Next Meeting:  
   Discussion of the client meeting updates

Daily Meeting Record  
Date: 21/10/2024  
Time: 11: 00  
Duration: 30m  
Facilitator: Pedro Almeida  
Note-taker: Bruna Barbosa

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda  
   Discuss client session updates
3. Key Points Discussed  
   Agenda Item 1:  
   Discussion of the clarifications given in the client meeting
4. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone Planned  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
5. Next Meeting Schedule  
   Date: 22/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 12/10/2024  
Time: 15:3O  
Duration: 20m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 23/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 23/10/2024  
Time: 15:3O  
Duration: 10m  
Facilitator: Ricardo Silva  
Note-taker: Daniel Relva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 24/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 24/10/2024  
Time: 17:00  
Duration: 15m  
Facilitator: Bruna Barbosa  
Note-taker: Diogo Queiroz

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 25/10/2024  
   Time: 14:30  
   Agenda for Next Meeting:  
   Progress Report

Daily Meeting Record  
Date: 25/10/2024  
Time: 14:3O  
Duration: 30m  
Facilitator: Daniel Relva  
Note-taker: Pedro Almeida

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Q&A

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 3:  
Questions and answers about the project and whats been done

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone In progress  
   USBD2 Everyone In progress  
   USBD3 Everyone Planned  
   USBD4 Everyone Planned  
   USBD5 1221674 Planned  
   USBD6 1231500 Planned  
   USBD7 1220672 Planned  
   USBD8 1231499 Planned  
   USBD9 1231899 Planned  
   USEI01 1231899 In progress  
   USEI02 1231899 In progress  
   USEI03 1221674 Planned  
   USEI04 1221674 Planned  
   USEI05 1231499 Planned  
   USEI06 1231499 Planned  
   USEI07 1220672 Planned  
   USPL01 Everyone In progress  
   USPL02 Everyone Planned
2. Next Meeting Schedule  
   Date: 26/10/2024  
   Time: 17:00  
   Agenda for Next Meeting:  
   Week Review  
   Next week planning

Daily Meeting Record  
Date: 18/10/2024  
Time: 16:00  
Duration: 2h45m  
Facilitator: Pedro Almeida  
Note-taker: Diogo Queiroz

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Progress Report  
Finishing deliverables

1. Key Points Discussed

Agenda Item 1:  
Discussing the progress made

Agenda Item 2:  
Finishing everything that needs to be delivered

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone Done  
   USBD2 Everyone Done  
   USBD3 Everyone Done  
   USBD4 Everyone Done  
   USBD5 1221674 Done  
   USBD6 1231500 Done  
   USBD7 1220672 Done  
   USBD8 1231499 Done  
   USBD9 1231899 Done  
   USEI01 1231899 Done  
   USEI02 1231899 Done  
   USEI03 1221674 Done  
   USEI04 1221674 Done  
   USEI05 1231499 Done  
   USEI06 1231499 Done  
   USEI07 1220672 Done  
   USPL01 Everyone Done  
   USPL02 Everyone Done
2. Next Meeting Schedule  
   Date: 27/10/2024  
   Time: 14:00  
   Agenda for Next Meeting:  
   Sprint Review

Daily Meeting Record  
Date: 27/10/2024  
Time: 14:00  
Duration: 2h  
Facilitator: Pedro Almeida  
Note-taker: Ricardo Silva

1. Participants  
   [ ] Bruna Barbosa  
   [ ] Daniel Relva  
   [ ] Diogo Queiroz  
   [ ] Pedro Almeida  
   [ ] Ricardo Silva
2. Meeting Agenda

Sprint Review

1. Key Points Discussed

Agenda Item 1:  
Sprint review document , and discussion

1. Action Items  
   Action Item Assigned To Status  
   USBD1 Everyone Done  
   USBD2 Everyone Done  
   USBD3 Everyone Done  
   USBD4 Everyone Done  
   USBD5 1221674 Done  
   USBD6 1231500 Done  
   USBD7 1220672 Done  
   USBD8 1231499 Done  
   USBD9 1231899 Done  
   USEI01 1231899 Done  
   USEI02 1231899 Done  
   USEI03 1221674 Done  
   USEI04 1221674 Done  
   USEI05 1231499 Done  
   USEI06 1231499 Done  
   USEI07 1220672 Done  
   USPL01 Everyone Done  
   USPL02 Everyone Done
2. Next Meeting Schedule  
   Date: 28/10/2024  
   Time: 10:45  
   Agenda for Next Meeting:  
   Client meeting discussion