Daily Meeting Record  
Date: 28/10/2024  
Time: 19:30  
Duration: 1h  
Facilitator: Bruna Barbosa  
Note-taker: Pedro Almeida

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda

Review completed tasks  
Sprint backlog updates  
Discuss challenges/blockers

Next Meeting Schedule  
Date: 29/10/2024  
Time: 20:15  
Agenda for Next Meeting: Sprint Planning, Progress Check

Daily Meeting Record  
Date: 29/10/2024  
Time: 20:15  
Duration: 1h30m  
Facilitator: Daniel Relva  
Note-taker: Tiago Correia

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Sprint Planning  
Task Review and Assignments  
Address Challenges  
Key Points Discussed  
Agenda Item 1: Sprint progress updates  
Agenda Item 2: Task dependencies and blockers  
Agenda Item 3: Assignments and timeline adjustments

Next Meeting Schedule  
Date: 30/10/2024  
Time: 19:45  
Agenda for Next Meeting: Sprint Backlog Review

Daily Meeting Record  
Date: 30/10/2024  
Time: 19:45  
Duration: 1h  
Facilitator: Diogo Queiroz  
Note-taker: Ricardo Silva

Meeting Agenda  
Interactive project review  
Timeline adjustments  
Discuss client feedback

Next Meeting Schedule  
Date: 31/10/2024  
Time: 19:15

Daily Meeting Record  
Date: 31/10/2024  
Time: 19:15  
Duration: 1h15m  
Facilitator: Pedro Almeida  
Note-taker: Bruna Barbosa

Meeting Agenda  
Reviewing assignments  
Progress tracking  
Preparing for client demo  
Next Meeting Schedule  
Date: 01/11/2024  
Time: 20:00

Daily Meeting Record  
Date: 01/11/2024  
Time: 20:00  
Duration: 1h  
Facilitator: Ricardo Silva  
Note-taker: Tiago Correia

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Backlog refinement  
Sprint velocity review  
Task reallocation  
Next Meeting Schedule  
Date: 02/11/2024  
Time: 19:30

Daily Meeting Record  
Date: 02/11/2024  
Time: 19:30  
Duration: 1h15m  
Facilitator: Tiago Correia  
Note-taker: Bruna Barbosa

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Sprint review preparation  
User story clarifications  
Discuss progress blockers  
Next Meeting Schedule  
Date: 03/11/2024  
Time: 20:15

Daily Meeting Record  
Date: 03/11/2024  
Time: 20:15  
Duration: 1h30m  
Facilitator: Bruna Barbosa  
Note-taker: Daniel Relva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Retrospective on team collaboration  
Identify high-priority tasks for the week  
Allocate resources to critical tasks  
Next Meeting Schedule  
Date: 04/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 04/11/2024  
Time: 19:45  
Duration: 15m  
Facilitator: Daniel Relva  
Note-taker: Diogo Queiroz

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Task estimation discussion  
Next Meeting Schedule  
Date: 05/11/2024  
Time: 19:15

Daily Meeting Record  
Date: 05/11/2024  
Time: 19:15  
Duration: 1h  
Facilitator: Diogo Queiroz  
Note-taker: Pedro Almeida

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Reviewing client feedback on deliverables  
Task dependencies and resolution strategies  
Discuss resource allocation adjustments  
Next Meeting Schedule  
Date: 06/11/2024  
Time: 20:00

Daily Meeting Record  
Date: 06/11/2024  
Time: 20:00  
Duration: 1h15m  
Facilitator: Pedro Almeida  
Note-taker: Ricardo Silva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Discuss updates on sprint progress  
Evaluate risk factors in ongoing tasks  
Next Meeting Schedule  
Date: 07/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 06/11/2024  
Time: 20:00  
Duration: 1h15m  
Facilitator: Pedro Almeida  
Note-taker: Ricardo Silva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Discuss updates on sprint progress  
Evaluate risk factors in ongoing tasks  
Next Meeting Schedule  
Date: 07/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 07/11/2024  
Time: 19:45  
Duration: 1h30m  
Facilitator: Ricardo Silva  
Note-taker: Tiago Correia

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Collaborative task prioritization  
Addressing team workload imbalances  
Preparing for mid-sprint review  
Next Meeting Schedule  
Date: 08/11/2024  
Time: 20:30

Daily Meeting Record  
Date: 08/11/2024  
Time: 20:30  
Duration: 1h  
Facilitator: Tiago Correia  
Note-taker: Bruna Barbosa

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Review of sprint challenges and blockers  
Update on interactive project status  
Next Meeting Schedule  
Date: 09/11/2024  
Time: 19:15

Daily Meeting Record  
Date: 09/11/2024  
Time: 19:15  
Duration: 1h15m  
Facilitator: Bruna Barbosa  
Note-taker: Daniel Relva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Retrospective discussion: Lessons from recent tasks  
Planning for milestone deliverables  
Finalizing sprint priorities  
Next Meeting Schedule  
Date: 10/11/2024  
Time: 20:00

Daily Meeting Record  
Date: 10/11/2024  
Time: 20:00  
Duration: 1h30m  
Facilitator: Daniel Relva  
Note-taker: Diogo Queiroz

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Review progress on ongoing action items  
Risk assessment for milestone deadlines  
Discuss team feedback on collaboration tools  
Next Meeting Schedule  
Date: 11/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 11/11/2024  
Time: 19:45  
Duration: 1h  
Facilitator: Diogo Queiroz  
Note-taker: Pedro Almeida

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Discussion of client feedback  
Refinement of interactive project tasks  
Time estimation for new assignments  
Next Meeting Schedule  
Date: 12/11/2024  
Time: 19:15

Daily Meeting Record  
Date: 12/11/2024  
Time: 19:15  
Duration: 1h15m  
Facilitator: Pedro Almeida  
Note-taker: Ricardo Silva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Address blockers in sprint tasks  
Assign resources to high-priority tasks  
Update sprint backlog  
Next Meeting Schedule  
Date: 13/11/2024  
Time: 20:00

Daily Meeting Record  
Date: 13/11/2024  
Time: 20:00  
Duration: 1h30m  
Facilitator: Ricardo Silva  
Note-taker: Tiago Correia

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Mid-sprint review and adjustments  
Discuss challenges raised in the previous meeting  
Evaluate progress on milestone deliverables  
Next Meeting Schedule  
Date: 14/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 14/11/2024  
Time: 19:45  
Duration: 1h  
Facilitator: Tiago Correia  
Note-taker: Bruna Barbosa

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Sprint retrospective highlights  
Realign priorities for remaining tasks  
Next Meeting Schedule  
Date: 15/11/2024  
Time: 20:30

Daily Meeting Record  
Date: 15/11/2024  
Time: 20:30  
Duration: 30m  
Facilitator: Bruna Barbosa  
Note-taker: Daniel Relva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Evaluate progress  
Team feedback session  
Next Meeting Schedule  
Date: 16/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 16/11/2024  
Time: 19:45  
Duration: 1h  
Facilitator: Daniel Relva  
Note-taker: Diogo Queiroz

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Review of remaining sprint tasks  
Midpoint sprint adjustments  
Brainstorm ideas for improving team workflow  
Next Meeting Schedule  
Date: 17/11/2024  
Time: 20:00

Daily Meeting Record  
Date: 17/11/2024  
Time: 20:00  
Duration: 1h30m  
Facilitator: Diogo Queiroz  
Note-taker: Pedro Almeida

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Address sprint blockers  
Reassign delayed tasks  
Collaborate on finalizing sprint deliverables  
Next Meeting Schedule  
Date: 18/11/2024  
Time: 19:15

Daily Meeting Record  
Date: 18/11/2024  
Time: 19:15  
Duration: 1h15m  
Facilitator: Pedro Almeida  
Note-taker: Ricardo Silva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Discuss client feedback on project progression  
Team workload assessment  
Next Meeting Schedule  
Date: 19/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 19/11/2024  
Time: 19:45  
Duration: 1h  
Facilitator: Ricardo Silva  
Note-taker: Tiago Correia

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Sprint backlog refinement  
Focus on USPL tasks  
Progress tracking for team deliverables  
Next Meeting Schedule  
Date: 20/11/2024  
Time: 20:30

Daily Meeting Record  
Date: 20/11/2024  
Time: 20:30  
Duration: 30m  
Facilitator: Tiago Correia  
Note-taker: Bruna Barbosa

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Reevaluate task priorities

Ricardo Silva had an issue completing USAC10 as it wasn’t passing all the unit tests.

Daily Meeting Record  
Date: 21/11/2024  
Time: 19:30  
Duration: 1h  
Facilitator: Bruna Barbosa  
Note-taker: Daniel Relva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Review interactive project progress

Pedro Almeida had an issue completing USEI13.

Adjustments based on client updates  
Assignments for upcoming tasks  
Next Meeting Schedule  
Date: 22/11/2024  
Time: 19:45

Daily Meeting Record  
Date: 22/11/2024  
Time: 19:45  
Duration: 1h15m  
Facilitator: Daniel Relva  
Note-taker: Diogo Queiroz

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Address unresolved blockers  
Update resource distribution

Daniel Relva had an issue completing USAC05.

Next Meeting Schedule  
Date: 23/11/2024  
Time: 20:15

Daily Meeting Record  
Date: 23/11/2024  
Time: 20:15  
Duration: 1h  
Facilitator: Diogo Queiroz  
Note-taker: Pedro Almeida

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Evaluate outcomes for US tasks

The team had issues completing USLP03, USLP04 and USLP05

Tiago Correira couldn’t complete USAC04.

Daily Meeting Record  
Date: 24/11/2024  
Time: 19:15  
Duration: 2h  
Facilitator: Pedro Almeida  
Note-taker: Ricardo Silva

Participants  
Bruna Barbosa  
Daniel Relva  
Diogo Queiroz  
Pedro Almeida  
Ricardo Silva  
Tiago Correia  
Meeting Agenda  
Review team feedback on sprint completion  
Brainstorm goals for next sprint3  
Finalize documentation for project handover

Tiago correia couldn’t complete USAC04 and was late delivering the complexity analysis for the USEI’s attributed to him.