# **MEETING MINUTES**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

| **Project Name:** | WEB SITE OF PUBLICITY | | |
| --- | --- | --- | --- |
| **Date of Meeting:**(MM/DD/YYYY) | 17/03/2018 | **Location:** | Class room |
| **Minutes Prepared By:** | JOANNA ELIZABETH GUERRERO CAMPOS | **Charge time to:** | 45 minutes |

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| 1. Purpose of Meeting |
| Distribute activities |

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| 2. Attendance at Meeting | | | | |
| **Name** | **Department./Division** | **E-mail** | | **Phone** |
|  | | | | |
| JOANNA ELIZABETH GUERRERO CAMPOS | Analist / designer | [Joanna.guerrero.campos@hotmail.com](mailto:Joanna.guerrero.campos@hotmail.com) | 4171151593 | |
| ROGELIO ALMANZA HERREJÓN | Departament Programation | dokiduko@hotmail.com | 4171105192 | |
| JUAN MANUEL VARGAS CONEJO | Development departament/docum | Conejo.jmv@gmail.com | 4171048555 | |
| JOSÉ LUIS CORONA HUERTA | Development departament /tester | [joluco@gmail.com](mailto:joluco@gmail.com) | 4171235318 | |
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| 3. Meeting Agenda |
| * se establecieron fechas para comenzar la codificación * was analized navigation map * the design that the site design will have was chosen |

| 4. Meeting Notes, Decisions, Issues |
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| the coding will be distributed among programmers |

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| 5. Action Items*(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Designe template | Joanna Elizabeth Guerrero Campos | 19/03/20018 |
| programming | Juan Manuel Vargas Conejo | 20/03/20018 |
| programming | Rogelio Almanza Herrejón | 20/03/20018 |
| Tests | Jose Luis Corona Huerta | 27/03/2018 |
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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 31/03/2018 | **Time:** | 45 minutes | **Location:** | University UTL |
| Agenda: | In the next meeting we’ll show progress in the project | | | | | |