

Meeting Minutes

Meeting number: 1

Date: 23.3.2021

Duration: 30 minutes

Attendees:

Eva Moresova

Alba Delgado

Ivan del Horno

Jiri Zak

Agenda (items to be addressed):

Dividing the first 10 points.

Addressed items and decisions taken	Responsable and due date
Dividing the work	Everyone The first week

Meeting feedback. Issues to improve:

No issues, everything went as expected.

Items to address in the next meeting.

Check the work that was done.

Divide the rest of the points.

Date: 7.4.2021

Meeting Minutes

Meeting number: 2

Date: 25.3.2021

Duration: 20 minutes

Attendees:

Eva Moresova

Alba Delgado

Ivan del Horno

Jiri Zak

Agenda (items to be addressed):

Clarifying the information from previous meeting.

Addressed items and decisions taken	Responsible and due date
Making sure the assignment is clear	Everyone, finished during the meeting

Meeting feedback. Issues to improve:

No issues.

Items to address in the next meeting.

Check the work that was done.

Divide the rest of the points.

Date: 7.4.2021

Meeting Minutes

Meeting number: 3

Date: 7.4.2021

Duration: 30 minutes

Attendees:

Eva Moresova

Alba Delgado

Ivan del Horno

Jiri Zak

Agenda (items to be addressed):

Check the work that was done.

Divide the rest of the points.

Addressed items and decisions taken	Responsible and due date
Checking the finished work	Everyone, finished during the meeting
Dividing the rest of the points	Everyone, until the next week

Meeting feedback. Issues to improve:

No issues.

Items to address in the next meeting.

Check the finished work, integrate all the parts and prepare for submission.

Date: 20.4.2021

Meeting Minutes

Meeting number: 4

Date: 20.4.2021

Duration: 50 minutes

Attendees:

Eva Moresova

Alba Delgado

Ivan del Horno

Jiri Zak

Agenda (items to be addressed):

Check the finished work, integrate all the parts and prepare for submission.

Addressed items and decisions taken	Responsible and due date
Finishing the meeting minutes	Eva, Alba, Ivan, during the meeting
Integrating the parts	Everyone, finished during the meeting
Submit	Jiri, until midnight

Meeting feedback. Issues to improve:

The parts could be finished before the meeting, so it would take shorter.

Items to address in the next meeting.

This is the last meeting for this iteration.

Date: -