**Minutes of the Meeting**

Meeting #01| 5:32 Minutes | March 30, 2023

**Attendees:**

* Andre Viernes | Project Manager
* Dan Michael Alfaras | Team Leader
* Alyssa Garcia | Team Developer
* John Zenon Coquia | Team Developer Support
* Francesca Erin Camino | Team Secretary
* Team Secretary Support | Darrell Royce Lazala

**Meeting link:** https://asiapacificcollege.sharepoint.com/sites/PROJMANT3MI201MI203/Shared%20Documents/Group%2001%20Elite%20Four/Recordings/Elite%20Four%20+%202%20First%20Meeting-20230330\_111414-Meeting%20Recording.mp4?web=1

0:19 seconds | Introduction

1:07 minutes | Identifying the tasks

1:40 minutes | Screen being shared

1:47 minutes | Sharing the agenda #1

2:26 minutes | Discussion of deliverables for this week

3:14 minutes | Discussion of shared task

3:47 minutes | Discussion of templates and references

5:20 minutes | End of discussion