# **MEETING MINUTES**

| **Project Name:** | Tienda Zuritas | | |
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| **Date of Meeting:** | 20/1/2017 | **Location:** | Aula 10, UTL Acámbaro. |
| **Minutes Prepared By:** | Bryallan Guillermo Rios Aguilar | **Charge time to:** | 9:30 am. |

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| 1. Purpose of Meeting |
| Manage and determine the human resources, determine the functional requriments of the project |

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| 2. Attendance at Meeting | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| Yemisi Sarai Cruz Guido |  | [yemi\_cruz90@hotmail.com](mailto:yemi_cruz90@hotmail.com) |  |
| Julio Cesar Gutierrez Celis |  | [Julio88@gmail.com](mailto:Julio88@gmail.com) |  |
| Santos Bautista Hernandez |  | [Santospro@gmail.com](mailto:Santospro@gmail.com) |  |
| Bryallan Guillermo Rios Aguilar |  | [Braska1996@gmail.com](mailto:Braska1996@gmail.com) |  |

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| 3. Meeting Agenda |
| Determine the human resources |

| 4. Meeting Notes, Decisions, Issues |
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| Agree the decisions of the members of the project |

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| 5. Action Items | | |
| **Action** | **Assigned to** | **Due Date** |
| Determine the human resources | YSCG,JCGC,SBH,BGRA | 20/01/2017 |
| Make the plannign | YSCG,JCGC,SBH,BGRA | 20/01/2017 |
| Make the list of functional requeriments | YSCG,JCGC,SBH,BGRA | 20/01/2017 |
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| 6. Next Meeting | | | | | | |
| **Date:** | | 28/01/2017 | **Time:** | 9:30 | **Location:** | Aula 10, UTL |
| Agenda: |  | | | | | |