##### PROJECT-BASED LEARNING (PBL)

GROUP ##

##### Meeting Minutes #1

#### DATE

**ATTENDEES:**

**STARTING HOUR: XX:XX**

**LOCATION: Room XXX**

**<In red and Arial font, explanation of the contents of the minutes). The red text must be deleted in the final minutes, including this message >**

<For the first minutes, the first section is:>

**1. Goals of the Challenge.**

.<Explanation of the challenge to solve>*.*

<For the rest of the minutes, the first section is:>

**1. Approval of the previous minutes.**

The previous minutes are approved and signed by all attendees.< The signed document is included in the portfolio. In case of corrections, you must write who proposes the amendment and whether it is approved or not by the rest of the classmates >

2. Discussion.

<In the first minutes, a summary of the discussion, ideas, comments that emerged from the members of the group after reading the statement should be presented. In subsequent sessions, it will be necessary to report the evolution of the work agreed in the previous session by the person in charge, the discussion that emerged and the new ideas that arose>

* Comment 1
* Comment 2
* Comment 3

3. Agreements.

<Write down the agreements reached in the session. In the first meeting it is necessary to write the agreements and define the tasks to be carried out for the next session. In subsequent sessions, it is necessary to specify the agreements and tasks to be done for each task of the project, and who must do them to report them in the next session>

* Agreement 1
* Agreement 2
* Agreement 3
* Work to be done 1
* Work to be done 2
* Work to be done 3

< Other points can be included if deemed appropriate >

4. Description of Tasks.

< This section can be freely adapted by the group >

| Task | Description | Responsible | Participants (%) | End Date | Degree of completion |
| --- | --- | --- | --- | --- | --- |
| State of the Art | Search for methods/applications similar to the proposed one, characterize and compare them | PersonA | PersonA (50%),  PersonB (30%), PersonC (20%) | dd-mm-aa | 0% |
| Application Design | Design of the different components of the application and choice of development tools | PersonB | PersonA (20%),  PersonB (30%), PersonC (50%) | dd-mm-aa | 0% |
| Image Database | Collect and pre-process set of images | PersonC | PersonC(100%) | dd-mm-aa | 10% |
| Methodology Implementation | Implementation of the application | PersonA | PersonA (20%),  PersonB (30%), PersonC (50%) | dd-mm-aa | 0% |
| Validation and Test | Internal and External Validation | PersonC | PersonA (20%),  PersonB (30%), PersonC (50%) | dd-mm-aa | 0% |
| Documentation and Presentation | Write the report and prepare the oral defence | PersonD | PersonA (30%),  PersonB (30%), PersonC (40%) | dd-mm-aa | 0% |
| Maturity Level: | | | | | 0% |

Each task can contain subtasks to be performed (for example in application design it could be data structures that you decide, diagram classes, etc.) that must be explained or defined in other tables, as you wish. It is necessary to explain a little in the minutes the progress made on each of the tasks in this section of agreements and to update the percentages of the degree of completion. In the oral defence session, it will be necessary to summarize the work carried out on these tasks.

The meeting ends at X:XX p.m.

**Signatures:**

<Name Student 1> < Name Student 2>

< Name Student 3> < Name Student 4>