**MEETING ANNOUNCEMENT**

**From: Juan**

**To: Rodrigo, Daniel, Guillermo**

**DATE AND TIME: 02/02/2022**

**PLACE: Online via Discord**

**DURATION: 1 hour**

**PURPOSE: To go over the Practice 1 documentation. Divide the initial workload among the members of the team: competitive analysis. Discuss whether the optional deliverable will be done. Decide the workplace tools for the group and agree in a dynamic to follow.**

1. **AGENDA:**
   1. **Mandatory deliverable**
   2. **Optional deliverable**
   3. **Tools**
   4. **Summarize the meeting in a document.**
2. **DECISION FOLLOW-UP**
3. **DOCUMENTATION**

**The First Assignment documentation, the rubrics, and the optional deliverable.**

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**MEETING MINUTES**

**DATE AND TIME: 03/02/2022 17:35**

**PARTICIPANTS: Rodrigo, Daniel, Guillermo, Juan**

1. **KEY POINTS DISCUSSED**

**We went over the Practice 1 documentation. We divided the initial workload among the members of the team: competitive analysis (URLs in pairs and found two extra companies). We discussed the optional deliverable feasibility and concluded that we are going to do it. We discussed as well the tools to be used and the expected workload for the week.**

1. **DECISIONS MADE**

**We will be using Google Drive, Trello, Cacoo, and Discord. The work should be finished by next Wednesday.**

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Optional: Check in | Rodrigo | 09/02/2022 |
| Optional: Check out | Daniel | 09/02/2022 |
| Optional: Room GUI | Juan  Guillermo | 09/02/2022 |
| Competitive Analysis | Rodrigo  Juan  Guillermo  Daniel | 09/02/2022 |