**MEETING ANNOUNCEMENT**

**From: Guillermo**

**To: Daniel, Juan, Rodrigo**

**DATE AND TIME: 08/02/2022 - 14:00**

**PLACE: UAM**

**DURATION: 1 hour**

**PURPOSE: Perform a Brainstorming technique about potential ideas for the project.**

1. **AGENDA:** 
   1. Do the Brainstorming of ideas for the application.
   2. Filter the results
   3. Eliminate duplicates ideas
   4. Classify the ideas in themes
2. **DECISION FOLLOW-UP**

Optional assignment in progress.

Competitive analysis in progress.

1. **DOCUMENTATION**

Practice 1 assignment document.

Trello.

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**MEETING MINUTES**

**DATE AND TIME: 08/02/2022 - 14:00**

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

1. **KEY POINTS DISCUSSED**

Last meeting conclusions.

Different brainstorming ideas were discussed.

Brainstorm working procedure.

Next meeting organization.

1. **DECISIONS MADE**

Paper work digitalization must be done.

Screenshot of the tablet work should be done.

Optional assignment must be finished by wednesday.

Work on the next meeting.

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Digitalization of paperwork | Daniel | 09/02/2022 |
| Screenshot of tablet | Guillermo | 09/02/2022 |
| Call the next meeting | Rodrigo | 09/02/2022 |





