**MEETING ANNOUNCEMENT**

**From: Rodrigo**

**To: Daniel, Juan, Guillermo**

**DATE AND TIME: 09/02/2022 - 11:00**

**PLACE: UAM**

**DURATION: 2 hour**

**PURPOSE: Continue with Assignment 1 by classifying and explaining the Project Requirements**

1. **AGENDA:** 
   1. Listen to the theoretical part of the class
   2. Ensure we have understood the concept, and ask doubts
   3. Divide the tasks and begin the Requirements Classification
2. **DECISION FOLLOW-UP**

**Juan had not finished the Competitive Analysis due to a personal issue the previous day. He will have it done as soon as possible.**

**The brainstorming ideas will be sorted in groups or themes**

1. **DOCUMENTATION**

Practice 1 assignment document.

Meeting Report from 08/02/2022

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**MEETING MINUTES**

**DATE AND TIME: 09/02/2022 - 11:00**

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

1. **KEY POINTS DISCUSSED**

Brainstorming ideas were classified, but they being in the Analysis Document for the Project will be evaluated.

The client may have presented the requirements in an unclassified or incomplete way.

The difference between functional and non-functional requirements.

1. **DECISIONS MADE**

Juan must finish his part on the Competitive Analysis.

The sorting between functional and non-functional requirements will have to wait until that topic is covered in theory class.

Every reunion, even the ones in class, must be recorded as a meeting.

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Expand the Requirements into sub-steps | Daniel, Juan, Rodrigo, Guillermo | 15/02/2022 |
| Finish Competitive Analysis | Juan | 10/02/2022 |
| Call the next meeting | Daniel | 10/02/2022 |