**MEETING ANNOUNCEMENT**

**From: Daniel**

**To: Rodrigo, Juan, Guillermo**

**DATE AND TIME: 15/02/2022 - 13:00**

**PLACE: UAM**

**DURATION: 1 hour**

**PURPOSE: Attend the Technical Report explanation**

1. **AGENDA:** 
   1. Listen to the theoretical part of the class
   2. Ensure we have taken a look at the class example
2. **DECISION FOLLOW-UP**

**Juan finished the remaining work he had to do. We still have to sort the requirements between functional and non-functional ones.**

1. **DOCUMENTATION**

Practice 1 assignment document.

Meeting Report from 09/02/2022

Projected example of a nicely done Technical Report.

Last session document explaining the requirements

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**MEETING MINUTES**

**DATE AND TIME: 15/02/2022 - 13:00**

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

1. **KEY POINTS DISCUSSED**
   1. How to paginate a technical report
   2. The report summary is the last thing to fill in
   3. Different parts that belong to the introduction
   4. Formal Requirement elicitation and labelling
2. **DECISIONS MADE**

The sorting between functional and non-functional requirements can now be done.

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
| --- | --- | --- |
| Sort the requirements into categories | Daniel, Juan, Rodrigo, Guillermo | 16/02/2022 |
| Call the next meeting | Juan | 16/02/2022 |