**MEETING ANNOUNCEMENT**

**From: Guillermo**

**To: Rodrigo, Juan, Daniel**

**DATE AND TIME: 22/02/2022 - 13:00**

**PLACE: UAM**

**DURATION: 1 hour**

**PURPOSE: Prepare the Presentation material**

1. **AGENDA:** 
   1. Brainstorming about the product name
   2. Design the application logo
   3. Practice timings and the presentation flow
2. **DECISION FOLLOW-UP**

**We should be starting the Technical Report soon.**

1. **DOCUMENTATION**

Presentation Slides

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**MEETING MINUTES**

**DATE AND TIME: 22/02/2022 - 13:00**

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

1. **KEY POINTS DISCUSSED**

Brainstorming about the product name

Design the application logo

Practice the oral part of the presentation.

Structure the presentation topics so each part doesn’t collide with the others.

1. **DECISIONS MADE**

Each one will review its slides and the content

The product name will be “Share it! UAM”

We will make a call to practice this afternoon

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Oral presentation practice. (Project definition) | Juan | 23/02/2022 |
| Oral presentation practice. (Introduction) | Rodrigo | 23/02/2022 |
| Oral presentation practice. (Visuals) | Daniel | 23/02/2022 |
| Oral presentation practice. (Conclusion) | Guillermo | 23/02/2022 |
| Call next meeting | Juan | 23/02/2022 |
| Redo the scope slide | Juan | 23/02/2022 |