**MEETING ANNOUNCEMENT**

**From: Juan**

**To: Rodrigo, Daniel, Guillermo**

**DATE AND TIME: 06/04/2022 - 13:00**

**PLACE: UAM**

**DURATION: 1 hour**

**PURPOSE: Identify remaining tasks and attempt to start the report**

1. **AGENDA:** 
   1. Check on the work made by daniel and guille
   2. Start the Project planning in MS-Project
   3. Solve doubts with the teacher
2. **DECISION FOLLOW-UP**

All subsystems function points were finished, but the TDIs assigned to Daniel and Guillermo still remain.

1. **DOCUMENTATION**

Assignment 2 assessment

Resources slides from theory

Slides about MS-Project

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

**MEETING MINUTES**

**DATE AND TIME: 06/04/2022 - 13:00**

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

1. **KEY POINTS DISCUSSED**

Daniel and Guillermo finished their TDI and every one updated their summary parts. Rodrigo and Juan started creating the MS-Project and defined the resources. The project content was reviewed again in order to ease future assignments of the report.

1. **DECISIONS MADE**

Daniel An Guillermo will do the project planning table (Gantt Chart). Rodrigo and Juan will advance in the MS-Project file. In the next meeting we will try to divide the report in order to progress during the holidays.

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
| --- | --- | --- |
| Work on the MS-Project file | Rodrigo, Juan | 07/04/2022 |
| Work on the Gantt Chart | Daniel, Guillermo | 07/04/2022 |
| Justify remaining TDIs | Daniel, Guillermo | 07/04/2022 |