**MEETING ANNOUNCEMENT**

**From: Rodrigo**

**To: Daniel, Juan, Guillermo**

**DATE AND TIME: 07/04/2022 - 11:00**

**PLACE: UAM**

**DURATION: 2 hours**

**PURPOSE: Analyze work done and assign new work to be done**

1. **AGENDA:** 
   1. Check the finished job from the previous week.
   2. Correct sheet variations after TDI corrections.
   3. Discuss work partition.
   4. Assign next week’s work.
2. **DECISION FOLLOW-UP**

Up until this point we finished the remaining TDIs, and advanced on the MS-Project file. The Gantt Chart will be created with the MS-Project file.

1. **DOCUMENTATION**

Assignment 2 assessment

Resources slides from theory

Function Point Table

P1 feedback

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**MEETING MINUTES**

**DATE AND TIME: 07/04/2022 - 11:00**

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

1. **KEY POINTS DISCUSSED**

We went over the calculations done in the previous week and revised all numbers where updated after TDI corrections.

We looked at the non functional assignments and decided to completely remake them.

We divided the remaining work to be done, including the SEPRO.

1. **DECISIONS MADE**

We will finish the MS-Project file, the non-functional assignments, and we will work on the SEPRO document,

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Finish MS-Project file | Rodrigo & Juan | 20/04/2022 |
| Finish non-functional requirements | Guillermo & Daniel | 20/04/2022 |
| Finish part 1, 4 & App C of SEPRO | Rodrigo | 20/04/2022 |
| Finish part 2, 7 & App D of SEPRO | Guillermo | 20/04/2022 |
| Finish part 5 of SEPRO | Daniel | 20/04/2022 |
| Finish part 3, App A, App B and summary of SEPRO | Juan | 20/04/2022 |