**MEETING ANNOUNCEMENT**

**From: Rodrigo**

**To: Juan, Daniel, Guillermo**

**DATE AND TIME: 09/03/2022 - 11:00**

**PLACE: UAM**

**DURATION: 2 hours**

**PURPOSE: Sections 2 & 3**

1. **AGENDA:** 
   1. Attend to analysis of general system characteristic explanation
   2. Review our objectives for the week
2. **DECISION FOLLOW-UP**

Everything was accomplished.

1. **DOCUMENTATION**

Problem Slides

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**MEETING MINUTES**

**DATE AND TIME: 09/03/2022 - 11:00**

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

1. **KEY POINTS DISCUSSED**

Analysis problem solution

Extra assignment organization

Future daily meeting objectives and time

1. **DECISIONS MADE**

Each one will work in optional 2

Each member of the team will read assignment 2

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
| --- | --- | --- |
| Work in optional assignment | Juan | 15/03/2022 |
| Work in optional assignment | Rodrigo | 15/03/2022 |
| Work in optional assignment | Daniel | 15/03/2022 |
| Work in optional assignment | Guillermo | 15/03/2022 |
| Read assignment 2. | All team members | 15/03/2022 |