**MEETING ANNOUNCEMENT**

**From: Juan**

**To: Rodrigo, Daniel, Guillermo**

**DATE AND TIME: 22/03/2022 - 13:00**

**PLACE: UAM**

**DURATION: 1 hour**

**PURPOSE: Attend class and organize assignment 2**

1. **AGENDA:** 
   1. Attend to theoretical explanation by the teacher
   2. Overview the assignment 2
   3. Split the work among the members
2. **DECISION FOLLOW-UP**

The last two classes the teacher was indisposed so we did not progress that much.

The optional assignment 2 was delivered on time.

1. **DOCUMENTATION**

Assignment 2 assessment

Resources slides from theory

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**MEETING MINUTES**

**DATE AND TIME: 22/03/2022 - 13:00**

**PARTICIPANTS: Rodrigo, Guillermo, Juan**

1. **KEY POINTS DISCUSSED**

We discussed how and when to do assignment 2 part A

Meetings must still be recorded and added to the report.

Note: Daniel did not come to class since he was ill.

1. **DECISIONS MADE**

We will follow the recommended pace for the practice and therefore have Part A ready by March 28th. Work was divided between the group and we will be careful to review Assignment 1 correction when it is uploaded.

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Part A 1rst Subsystem | Guillermo, Daniel | 28/03/2022 |
| Part A 2nd Subsystem | Rodrigo, Juan | 28/03/2022 |
| Watch for assignment 1 upload | All team members | 22/03/2022 |