**MEETING ANNOUNCEMENT**

**From: Juan**

**To: Rodrigo, Daniel, Guillermo**

**DATE AND TIME: 23/03/2022 - 11:00**

**PLACE: UAM**

**DURATION: 2 hours**

**PURPOSE: Attend class**

1. **AGENDA:** 
   1. Attend to theoretical explanation by the teacher
   2. Practice the usage of Microsoft Project
   3. Overview the assignment 2 Part B
2. **DECISION FOLLOW-UP**

Each one should progress PartA of assignment 2.

1. **DOCUMENTATION**

Assignment 2 assessment

Resources slides from theory

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**MEETING MINUTES**

**DATE AND TIME: 23/03/2022 - 11:00**

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

1. **KEY POINTS DISCUSSED**

We realized that we were behind with the times and should be starting Part B already.

1. **DECISIONS MADE**

We will do Part A as soon as possible. Part B will be split and finished between March 28th and April 4th.

| **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 |
| Organise Part B | All team members | 28/03/2022 |