

KICKOFF MEETING MINUTES

LOCATION	DATE	TIME
FEUP, Room B027	17 Feb 2023	15:00
MEETING / PROJECT NAME	MINUTES PREPARED BY	
Viver com DM1		

1. ATTENDEES PRESENT			
NAME	ROLL IN PROJECT	EMAIL	PHONE
Ekaterina	Concept Development	up202202539@fe.up.pt	+36702388036
Kamile	Web Design Development	up202204423@edu.fe.up.pt	+37067230355
Nádia	Web Design Development	up202204426@edu.fe.up.pt	934395777
Miguel	Web Design Development	up202204424@edu.fe.up.pt	932452603
Inês	Project Manager	up201905205@edu.fe.up.pt	937092367
Ana Matilde	Communication Manager	up202202447@edu.fe.up.pt	910899572
Tiago	Full Stack Developers	up201906045@edu.fe.up.pt	924419515
Fernando	Full Stack Developers	up201905951@edu.fe.up.pt	963578952
Duarte	Full Stack Developers	up201905497@edu.fe.up.pt	938522436
Rui	Full Stack Developers	up201906355@edu.fe.up.pt	913860631
Susana	Client	scggarrido@gmail.com	915659714
Sofia	Client	smmteixeira@gmail.com	916768781

2. AGENDA ITEMS	NOTES	TIME ALLOCATED
BEFORE THE MEETING WITH A CLIENT	The list of questions for the client was created. A team member from each department was chosen as the main speaker during the meeting. Katerina - Multimedia Department Manager Tiago Silva - IT Department Manager Matilde Quintas - Communication Manager Inês Moura - Project Manager	15:00.
FIRST MEETING WITH THE CLIENT	Project and Communication Managers met the clients and walked them to the remaining team for the meeting.	16:00
INTRODUCTION	The friendly approach of the clients helped to break the ice and all team members introduced themselves. Customers gave a brief description of their expectations and the reason for creating the platform (they need a modern, convenient and user friendly tool for quick communication with their patients).	16:10
PROJECT OBJECTIVES	The platform type, language, target, structure, registration and login, administration, color palette, marketing, the future expansion of the platform and the homepage.	16:20 - 17:10
ROLES AND RESPONSIBILITIES	Contact points with the clients and managers: MESSG, Web Design and Concept Development: MM, the platform development: MEIC.	17:10
PROJECT SCHEDULE	The inner deadlines for CTO and KoM were discussed, and tasks were arranged among the team members.	17:15
COMMUNICATION PLAN	WhatsApp, Microsoft Teams, Github (all created)	17:20
ISSUES	The roles of the members are still not precisely defined, only by departments.	

DECISIONS	Building the website in two languages (Portuguese and English). Color palette (blue). Audience: young people and children. Website structure: chat (patient with an assigned group of doctors), an open library with informative content about diabetes and a forum for everyone. Registration and login: closed chat group (members should be assigned), the library is open for anyone and the forum is open, but requires registration/login. The project could expand and be useful for other hospitals and clinics in Portugal. Administration: admins are necessary for control such as add and remove accounts, add files to the library and manage the forum. The homepage: the clients are open to our ideas.	
OTHER	An example of a website from the client: Patientslikeme.com	

3. ACTION ITEMS	TO BE ACTIONED BY	DUE DATE
CTO	Kamile, Inês, Fernando	17 Feb 2023
KoM Minutes Draft	Katerina	22 Feb 2023
KoM Minutes Finalizing	Ana Matilde	24 Feb 2023

4. NEXT MEETING		
LOCATION	DATE	TIME
FEUP, Room B024	24 Feb 2023	14:00
OBJECTIVE OF NEXT MEETING		
Project Charter; Company Name & Vision		

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