**MEETING ANNOUNCEMENT**

**From:** 11:00

**To:** 13:00

**DATE AND TIME:** February the 24th 11:00

**PLACE:** MS Teams

**DURATION:** 2h

**PURPOSE:** Draft of Technical Report

1. **AGENDA**

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1. **DECISION FOLLOW-UP**

The way we are going to sort the technical report and each part.

1. **DOCUMENTATION**

Brainstorming, competitive analysis, statement analysis

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**MEETING MINUTES**

**DATE AND TIME:** February the 17th 11:00

**PARTICIPANTS:** Pablo Almarza, Miguel Arnaiz, Carlos García,Samai García and S. Xiao Fernandez

1. **KEY POINTS DISCUSSED**
2. **DECISIONS MADE**

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| --- | --- | --- |
| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
| Competitive analysis | Samai Garcia  S. Xiao Fernandez | Due 19/02/2021 |
| Statement analysis | Pablo Almarza  Carlos García | Due 20/02/2010 |
| Meeting minutes week 17/02/2021 | Miguel Arnaiz  S. Xiao Fernnadez  Carlos Garcia | Due 17/02/2021 |