

As stated in the company policy, all members are hereby notified of the requirement to participate in the next work meeting that will be realized on the 8th of January of 2024, at 14:00 hours UTC through nextcloud talk. All documentation related to the tasks being done by the elements of this team must be concluded and submitted without fail 24 hours before the pre-determined date, with the objective of optimizing the productivity of the reunion and to finalize all needed task for this next submission.

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**Date:** 8/01

**Local:** Virtual

**Participants:**

**Diogo Antunes:** Team lead, Project Manager

**João Ribeiro:** Scrum master, Product Manager

**José Senra:** Software Developer, Technical writer

**Edgar Baptista:** Solutions Architect, Quality Assurance

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**This reunion has as scheduled topic:**

1. Planning of the launch sequence;
  2. Final general inspection;
  3. Final server inspection;
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**Team lead signature:** Diogo Antunes