

**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**Date:** 25 October 2023,  
14:00h : 16:45h UTC**Local:** Virtual**Next meeting:** 1\11\2023,  
14:00h : 15:30h UTC

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**Team lead starts meeting at 14:00h UTC with the following scheduled topics:**

- Use cases.
  - Data model structuring.
  - Revision of the previous submission.
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**1. 14:15 - Use case**

- Discussing how every user interaction would be performed on the application and what alterations would be done for a better experience to the user in the long run
- Assignment of the task of converting this interactions between the user and the application to a more easily readable diagram for future reference to a team member

**2. 14:50 - Data model structuring**

- Debating over the best suited way of organizing the data model in order to have a efficient and intuitive way of accessing the data of the application
- After the various ideas were proposed and subsequently analysed the best data model was chosen as the final one to represent the data structuring of our project
- Assignment of a team member with the task of creating the respective diagram

**3. 15:30 - Revision of the previous submission**

- In light of the feedback given by one of the project supervisors Professor Patricia Leite various changes were requested in order to further improve the quality of the final product
  - The changes requested were analysed before any alterations were made, deciding how to better implement them to increase the quality of the project
  - The requested changes after discussed were assigned to the team members to be implemented into the project
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**Team lead terminates meeting at 16:45 UTC 11 October 2023.**

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Technical writer, José Senra, reports that the team lead has finished the meeting and the participants unanimously acknowledge that all the topics present in the meeting notice were properly discussed.

Dissenters: \_\_\_\_\_

Dissenting Vote or Negative Vote: \_\_\_\_\_

Document's validation Hash was internally stored.

Technical writer signature: José Senra

Team lead signature: Diogo Antunes