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: 15 November 2023, 14:00h : 16:45h UTC

Local: Virtual

Next meeting: 6\12\2023, 14:00h : 15:30h UTC

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

- Deciding the application layout.
- Analysis of the system's behavior.
- Ascertain the system's flow of control.

---

1. 14:10 - Deciding the application layout

- Discussion between the team members about the best possible layout for the application having efficiency and user experience in consideration

- Consolidation of the best aspects in order to create the final version of the layout

- Assignment of the task of creating the mock ups for that version of the layout for a future inspection

2. 15:00 - Analysis of the system's behavior

- Debate over the most efficient way for the passage of data in order for the system to create/edit images and to process subscriptions

- Reached a consensus about the best possible way to proceed with the project

- Decision of the creation of a diagram in order to help with a reference during the development progress,

3. 15:45 - Ascertain the system's flow of control

- Presentation of the process of utilization of the application having both the user and system in consideration

- Fine tuning of the this process in order to give a more pleasant expirience to our users and to optimise the system

- The creation of the diagram representing this process is assign to one of the team members

---

Team lead terminates meeting at 16:25 UTC 15 November 2023.

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_____