
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 4th of October of 2023, 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.

Date: 04/10

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

This reunion has as scheduled topic:

1. Team positions;
 2. Work distribution;
 3. Project's context;
 4. Business process description and management;
 5. Collaboration tools;
 6. Project viability;
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Team lead signature: _____