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**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:** 20 December 2023,  
14:00h : 17:15h UTC

**Local:** Virtual

**Next meeting:** 27\12\2023,  
14:00h : 15:30h UTC

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

- Beta version performance analysis.
- Assignment of development tasks.

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**1. 14:15 - Beta version performance analysis**

- Review of the code developed searching for ways to improve the performance of the application.
- Limit testing of the program with the intent of finding all the bugs existing within the beta version.

**2. 16:55 - Assignment of development tasks**

- After a short discussion we got to the conclusion that the task should be divided into two groups: Bug fixing and implementation of the remaining features.
- One member was entrusted with the task of bug fixing and making sure that there were no more bugs that still weren't discovered.
- The rest of the members will focus on implementing all remaining requirements

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**Team lead terminates meeting at 17:15 UTC 20 December 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: \_\_\_\_\_

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Technical writer signature: José Senra

Team lead signature: Diogo Antunes