
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: 11 October 2023,
14:00h : 16:45h UTC

Local: Virtual

Next meeting: 18\10\2023,
14:00h : 15:30h UTC

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

- Requirements revaluation.
- Project viability.
- Project context (continuation).
- Timeline.

1. 14:15 - Requirements revaluation

- Previous requirements were analysed in better detail in order to have a better understanding of any needed changes
- New requirements were added to the project, while some existing ones were either altered or removed due to being unnecessary

2. 14:50 - Project viability

- In order to assure the viability of the project there was a detailed analysis of the market needs and the competition as well as discussing the price for each subscription in reference of the resources needed.
- An Assessment of the risks was created and identifying and categorising them by priority and discussing strategies to mitigate any negative effect this risk could bring to the project
- The scalability of the project was also discussed, coming to the conclusion that it needs the ability to be able to keep growing in order to ensure the project stays viable with the passing of the years

3. 15:30 - Project context (continuation)

- Discussion about who are the stakeholders
- Organization of the project via the creation of the BPMN and the context diagram
- It was brought to the table solutions about the technical architecture of the application

4. 16:20 - Timeline

- Creation of the deadlines for the various sprints throughout the project

Team lead terminates meeting at 16:45 UTC 11 October 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: _____

Team lead signature: _____