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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:** 8 January 2024,  
14:00h : 17:15h UTC

**Local:** Virtual

**Next meeting:** No further  
meetings scheduled

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

- Planing of the launch sequence.
- Final general inspection.
- Final server inspection.

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**1. 14:15 - Planing of the launch sequence**

- It is decided by the participants in which day and time the application is made available.
- The team discusses how the launch would be better executed to prevent any problems at the planned release time.

**2. 14:40 - Final general inspection**

- A last inspection was made throughout the the application to ensure that everything is according to what was previously decide.
- Small test to make sure that the application is working according to plan.
- It was concluded that the application was all according to plan.

**3. 15:20 - Final server inspection**

- We decided to inspect the server to make sure it would support the use of the app without any unforeseen problems.
- It was concluded that the server was all according to plan.

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**Team lead terminates meeting at 16:00 UTC 8 January 2024.**

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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