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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:** 6 December 2023,  
14:00h : 16:55h UTC

**Local:** Virtual

**Next meeting:** 20\12\2023,  
14:00h : 15:30h UTC

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

- Last Requirements revision before starting development.
- Assignment of development tasks.
- Deliberation of deadlines.

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**1. 14:15 - Last Requirements revision before starting development**

- Before the start of development the team did a last review of all the planned requirements looking for the better way to approach each problem.
- Some minor final adjustments were done to better encompass the final vision of our application

**2. 16:15 - Assignment of development tasks**

- All tasks were successfully assigned to the developers with the best skills for each specific problem

**3. 16:45 - Deliberation of deadlines**

- Using the previous analysis of the various tasks there is a discussion about the deadlines.
- All deadlines were successfully deliberated after the previews discussion.

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**Team lead terminates meeting at 16:55 UTC 6 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