Participants:

> **Diogo Antunes:** Team lead, Project Manager
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> **João Ribeiro:** Scrum master, Product Manager
>
> **José Senra:** Software Developer, Technical writer
>
> **Edgar Baptista:** Solutions Architect, Quality Assurance

Date: 27 December 2023, 14:00h : 17:15h UTC

Local: Virtual

Next meeting: 8\01\2024, 14:00h : 15:30h UTC

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

- Final Revision before Launch.
- Last minute bug search and testing.
- Creation of advertisement.

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1. 14:15 - Final Revision before Launch

- During this revision there was a final revision of the code developed with the intent of finding any last minute changes that needed to be done.

- After the revision all necessary changes were either done or assigned to a member to be quickly done.

2. 16:15 - Last minute bug search and testing

- Due to the changes realize during the previous point there was a need to search for any existing bugs.

- All bugs found were assigned to be fixed by a member while the others did a more in depth search to make sure none were left unfound.

- After the last search were made the members focused on fixing the bugs that were found.

3. 17:20 - Creation of advertisement

- As was previously decided the team started designing a poster in order to advertise the project.

- After discussing various designs the team decided which one would be the final design.

- The members used the design chosen and created the final product.

Team lead terminates meeting at 17:35 UTC 27 December 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: _José Senra_

Team lead signature: _Diogo Antunes_