

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: 04 October 2023,
14:00h : 16:00h UTC

Local: Virtual

Next meeting: 11\10\2023,
14:00h : 16:00h UTC

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

- Team positions.
- Project's context.
- Collaboration tools.
- Work distribution.
- Business process description and management.
- Project viability.

1. 14:10 - Team positions

- Distributed GeniaDynamics staff by required roles for Housify project.
- Positions were filled, and a dynamic and open working posture for various positions was unanimously agreed (participants).

2. 14:23 - Work distribution

- Hours of work are not being properly distributed across all team members.
- Current organization does not meet company standards.

3. 14:39 - Project's context

- Functional requirements have to be defined before 08 October.
- Documents outlining this information have to align with the project's specific requirements and expectations.

4. 14:57 - Business description and management.

- Business rules are not documented. This work has to be completed before 08 October.
- Business management strategies were discussed by the participants.

5. 15:23 - Collaboration tools

- Collaborators have to be trained to properly use collaboration tools, a brief introduction was made.

6. 15:44 - Project viability

- Project viability has to be documented, expectations were reevaluated to enforce clear objectives and reachable goals.
- Possible Hardware systems upgrades/acquisition were discussed.

Team lead terminates meeting at 16:20 UTC 04 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: _____