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Software Project Management 2022/2023

Team 13 – Team Management App

Meeting Minutes #1

### Date/Time/Location: 27/9/2022, 11:40-12:10, ISEC – L2.2

### Moderator: João Cunha ([jcunha@isec.pt](mailto:jcunha@isec.pt))

### Participants

* João Cunha, Client, Moderator, Recorder
* Bruno Martins, team member, Timekeeper
* João Fernandes, team member
* Maria Carrilho, team member
* Francisco Carvalho, team member
* Rodrigo Costa, team member

### Goal

* Project startup review

### Agenda

1. Meeting startup (4 min) - jcunha
2. Review of project artifacts (dashboard, log, V&S, sharepoint) (7 min)- jcunha
3. Vision&Scope Review (13 min) - 1st element of the team
4. Individual tasks and commitments with the project (4 min) - All
5. Goals for next week and AOB (2 min) - jcunha

# Items Discussed

* Rodrigo Costa arrived late
* Dashboard Review
* Vision and Scope Review
* All team members are committed with the project

# Action Items

* [AI1] – Dashboard
  + Goal statement is short
  + Add photos
  + Baseline plan – remove other Labs
* [AI2] – V&S
  + Use the rugby team
  + The vision must be very clear
  + Add a comprehensive and ordered list of features

# Next Meeting

* 4/10/2022, 11:40-12:10, ISEC - L2.2
* Moderator: Rodrigo Costa