**Meeting minutes** 

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| **GENERAL INFORMATION** | |
| Date: Friday, March 2, 2018 | Hour: 2:00 pm - 3:00 pm |
| Place: Shangai | Moderator: LNFB.Itzel Figueroa Quiñones |
| Títle: One member less | Objective: Feedback |

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| **PARTICIPANTS** | | |
| Name and surname | Position | Reference |
| Omar Sevilla | Software Engineer | OS |
| Luis Gamiño | Engineering Student | LG |
| Ivonne Robles | Engineering Student | IR |
| Adán Pérez | Engineering Student | AP |

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| **SYNTHESIS OF TREATED TOPICS** | | | |
| Theme | Situation / Steps to follow | Responsibles | Date |
| Three people in the team. | Missing a business profile. | LG  IR  AP | Friday, March 2, 2018 |
| Boom review materials | Ask about the materials that are needed. | LG  IR  AP | Friday, March 2, 2018 |
| Analysis of possible solutions for failure 1 | Ask for help from itzel in the commercial area. | LG  IR  AP | ----------------- |
| Analysis of possible solutions for failure 2 | See how long it takes for the material to arrive | LG  IR  AP | March 23, 2018 |

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| **NOTES** |
| There are only three members need seek help |

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| **PENDING ISSUES** |
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| **NEXT MEETING:** | Friday, March 9, 2018 |

Luis Gamiño

Engineering Student

**Meeting minutes** 

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| **GENERAL INFORMATION** | |
| Date: Friday, March 9, 2018 | Hour: 2:00 pm - 3:00 pm |
| Place: Shangai | Moderator: LNFB.Itzel Figueroa Quiñones |
| Títle: Evaluation Mid Term Presentations | Objective: Feedback |

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| **PARTICIPANTS** | | |
| Name and surname | Position | Reference |
| Omar Sevilla | Software Engineer | OS |
| Luis Gamiño | Engineering Student | LG |
| Ivonne Robles | Engineering Student | IR |
| Adán Pérez | Engineering Student | AP |

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| **SYNTHESIS OF TREATED TOPICS** | | | |
| Theme | Situation / Steps to follow | Responsibles | Date |
| Delivery of evaluations and observations of the jury | The idea of ​​what I wanted to design was not understood. | LG  IR  AP | Friday, March 9, 2018 |
| Speech presentation | The presenter is missing and we are not all ready to give the speech. | IR | Friday, March 9, 2018 |
| Analysis of possible solutions for failure 1 | Give an example or use case to make it clearer. | LG  IR  AP | Friday, May 11, 2018 |
| Analysis of possible solutions for failure 2 | The whole team is ready to give the speech. | LG  IR  AP | Friday, May 11, 2018 |

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| **NOTES** |
| Have a speech support presenter |

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| **PENDING ISSUES** |
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| **NEXT MEETING:** | Friday, March 16, 2018 |

Luis Gamiño

Engineering Student

**Meeting minutes** 

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| **GENERAL INFORMATION** | |
| Date: Friday, March 16, 2018 | Hour: 2:00 pm - 3:00 pm |
| Place: Shangai | Moderator: LNFB.Itzel Figueroa Quiñones |
| Títle: Corrections | Objective: Support in the business area |

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| **PARTICIPANTS** | | |
| Name and surname | Position | Reference |
| Omar Sevilla | Software Engineer | OS |
| Luis Gamiño | Engineering Student | LG |
| Ivonne Robles | Engineering Student | IR |
| Adán Pérez | Engineering Student | AP |

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| **SYNTHESIS OF TREATED TOPICS** | | | |
| Theme | Situation / Steps to follow | Responsibles | Date |
| Corrections of customer search and added value | More research to find added value. | LG  IR  AP | Friday, March 23, 2018 |
| Search strategic allies for continental | Search strategic partners to support the project | AP | Friday, March 23, 2018 |

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| **NOTES** |
| Value added to be able to sell |

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| **PENDING ISSUES** |
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| **NEXT MEETING:** | Friday, March 23, 2018 |

Luis Gamiño

Engineering Student

**Meeting minutes** 

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| **GENERAL INFORMATION** | |
| Date: Friday, March 23, 2018 | Hour: 2:00 pm - 3:00 pm |
| Place: Barcelona | Moderator: LNFB.Itzel Figueroa Quiñones |
| Títle: Lost customer | Objective: Progress Review |

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| **PARTICIPANTS** | | |
| Name and surname | Position | Reference |
| Omar Sevilla | Software Engineer | Absent with notice |
| Luis Gamiño | Engineering Student | LG |
| Ivonne Robles | Engineering Student | IR |
| Adán Pérez | Engineering Student | AP |

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| **SYNTHESIS OF TREATED TOPICS** | | | |
| Theme | Situation / Steps to follow | Responsibles | Date |
| Analysis of the progress an improvement is detected and finally a client is found. | Structure the information to include it in the deliverables | LG  IR  AP | Friday, March 23, 2018 |
| Make 3 use cases to sell the product. | With the information found, make a use case to sell the product. | AP | Friday, April 6, 2018 |
| Show technical advances | Perform technical tests to show an advance. | LG  IR  AP | Friday, April 6, 2018 |

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| **NOTES** |
| Important to make a use case to sell the idea |

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| **PENDING ISSUES** |
| Business Video Story Board Desing |

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| **NEXT MEETING:** | Friday, April 6, 2018 |

Luis Gamiño

Engineering Student

**Meeting minutes**

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| **GENERAL INFORMATION** | |
| Date: Friday the 6th of 2018 | Hour: 2:00 pm - 3:00 pm |
| Place: Shangai | Moderator: LNFB. Itzel Figueroa Quiñones |
| Títle: Brochure | Objective: Explanation of Brochure |

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| **PARTICIPANTS** | | |
| Name and surname | Position | Reference |
| Omar Sevilla | Software Engineer | OS |
| Luis Gamiño | Engineering Student | LG |
| Ivonne Robles | Engineering Student | IR |
| Adán Pérez | Engineering Student | AP |

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| **SYNTHESIS OF TREATED TOPICS** | | | |
| Theme | Situation / Steps to follow | Responsibles | Date |
| Analisys of the current situation of technical advances and the SMG document. | Faults and delays in the deliverable SMG document and technical programming parts were observed. | LG  IR  AP | Friday, April 6, 2018 |
| Analysis of possible solutions for failure 1 | It was decided to distribute the activities of the SMG format to advance quickly | LG  IR  AP | Friday, April 13, 2018 |
| Analysis of possible solutions for failure 2 | Ask for help with programming and testing tests. | LG  IR  AP | Friday, April 13, 2018 |

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| **NOTES** |
| Important to finish document deliverables |

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| **PENDING ISSUES** |
| Review Business Video Story Board Desing and Desing of Brochure |

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| **NEXT MEETING:** | Friday, April 13, 2018 |

Luis Gamiño

Engineering Student