

 INDUSTRIALES ETSII UPM	PROJECT MEETING MINUTES			
	Editorial Date: 20/09/2023	Deliverable 1	Minutes No. 1	Page No. 1 of 2

Project Information

Customer	UPM	Name	<i>Work Computer Vision</i>
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ASSISTANTS		
Name	Project Position	Registration No.
Josep María Barberá	Programming Manager	17048
Micaela Cabrera	Validation Manager	23023
Jorge Guijarro	Management Responsible	23075
Gustavo Maldonado	Documentation Manager	23102
Ivonne Quishpe	Technology Manager	23146

INFORMACIÓN MEETING

Date	20/09/2023	Start-End	18:30-19:30	Location	Online
Objectives	Formalizing the working group and assigning the first tasks				

ITEMS TO BE DISCUSSED	
Assignment of roles	The roles of the different members of the group have been assigned according to the "ASSISTANTS" table in this document.
Establishment Dates Meetings	It has been decided to hold follow-up meetings. The weekly meetings are held on Wednesdays at 6:30 pm.
Work Planning	The first details of the planning have been outlined, as follows as the most conflicting days for the performance of the work.
Exploring topics for work	The various databases have been searched in search of a possible working topic; however, a definitive choice will be made in the future.

TOPICS DISCUSSED

All those raised in the points of the day.

Description and responsibilities of each of the role managers.

An estimated project completion date of January 2, 2024 has been decided upon, thus that the performance of the same does not impede the study of the ordinary exams.

It has been determined that the work hour count will be conducted at the beginning of each meeting.

Python has been defined as the programming language used. And the use of Jupyter Notebooks using Google Colab as the programming environment.

Word has been defined as the text template to work with and Latex for final editing.

COMMITMENTS AND AGREEMENTS ADOPTED

No.	Description	Date of Application	Responsible	Expiration Date
0	Benchmark Search	20/09/2023	All	27/09/2023
1	Elaboration of a writing template	20/09/2023	Gustavo Maldonado	27/09/2023
2	Justification of assigned role	20/09/2023	All	27/09/2023
3	Elaboration of Planning together with Gantt diagram.	20/09/2023	Jorge Guijarro	27/09/2023

NEXT MEETING AGENDA:**YES****X****NO****Date**

27/09/2023

REMARKS

None relevant.

PREPARED BY: JORGE GUIJARRO TOLÓN. RESPONSIBLE FOR MANAGEMENT