**Date/Time:** 04/04/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: Carla Machado**

**Goals:**

Analyse project plan and quality plan

**Participants:**

* João Cunha (JC); Carla Machado (CM); David Silva (DS), Filipe Brandão (FB); João Martins (JM); João Girão (JG); Mário Oliveira (MO); Rui Ganhoto (RG)

**Participant Roles:**

* Time Keeper – Filipe Brandão
* Note Keeper – David João

**Agenda:**

1. Analyse weekly report [5 min]
2. Analyse Project Plan [10 min]
3. Analyse Quality Plan [10 min]
4. Analyse Processes [10 min]:
   1. Project Control and Assessment Process
   2. Verification and Validation Process
5. Individual tasks and commitments to the project [5 min]
6. Goals for next week and any other business [3 min]

**Items Discussed:**

**Action Items:**

**Next Meeting:** 08/04/2013, 22:00; Moderator: João Girão