**Date/Time:** 25/2/2013, 22:00-23:45;

**Location:** DEIS-L2.2

**Moderator:** Rui Ganhoto

**Goals:**

Analyse processes planning

**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 – DS
* Note Keeper – JG

**Agenda:**

1. Meeting startup (review agenda; prepare minutes) [3 min]
2. Review project preparation (dashboard) and weekly report [7 min]
3. Review processes list [12 min]
4. Analyse Vision and Scope [13 min]
5. Individual tasks and commitments to the project [7 min]
6. Goals for next week and AOB [3 min]

**Items Discussed:**

1. Startup

* …

2. Project preparation

* …

3. Processes list

* …

4. Vision and Scope

* …

5. Logs and time tracking

* …

**Action Items:**

**Next Meeting:** 11/3/2013, 22:45; Moderator: FB