**Date/Time:** 11/3/2013, 22:45-23:32;

**Location:** DEIS-L2.2

**Moderator: Filipe Brandão**

**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 – RG
* Note Keeper – JM

**Agenda:**

1. Meeting startup (review agenda) [2 min]
2. Analyse weekly report [5 min]
3. Review changes to Vision and Scope [5 min]
4. Analyse changes to Documents Management Process [5 min]
5. Analyse Project Planning Process draft [5min]
6. Analyse Requirements Process draft [5min]
7. Analyse Project Control and Assessment Process draft [5min]
8. Review changes to processes estimates [5 min]
9. Review dashboard [2 min]
10. Individual tasks and commitments to the project [5 min]
11. Goals for next week and any other business [3 min]

**Items Discussed:**

1. Dashboard presentation;

* …

2. Weekly Report presentation;

**Action Items:**

AI1 – …

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