**Date/Time:** 11/3/2013, 22:45-23:30;

**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 Processes [18min]:
   1. Analyse changes to Documents Management Process
   2. Analyse Project Planning Process draft
   3. Analyse Requirements Process draft
   4. Analyse Project Control and Assessment Process draft
5. Review changes to processes estimates [5 min]
6. Review dashboard [2 min]
7. Individual tasks and commitments to the project [5 min]
8. 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