**Date/Time:** 18/3/2013, 22:00-22:45;

**Location:** DEIS-L2.2

**Moderator: Mário Oliveira**

**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 – JM
* Note Keeper – FB

**Agenda:**

1. Meeting startup (review agenda) [2 min]
2. Analyse weekly report [5 min]
3. Review Vision and Scope document [5 min]
4. Analyse Processes [20min]:
   1. Project Planning Process
   2. Review Process
   3. Requirements Process
   4. Project Control and Assessment Process
5. Review dashboard [5 min]
6. Individual tasks and commitments to the project [5 min]
7. Goals for next week and any other business [3 min]

**Items Discussed:**

**Action Items:**

**Next Meeting:** 04/04/2013, 22:45; Moderator: CM