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

**Location:** DEIS-L2.2

**Moderator: João Girão**

**Goals:**

Analyse quality plan, assessment and control process and work for next week

**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 – Carla Machado
* Note Keeper – Rui Ganhoto

**Agenda:**

1. Analyse weekly report [5 min];
2. Analyse Quality Plan [10 min];
3. Analyse Processes:
   1. Project Assessment and Control Process [12 min];
   2. Verification and Validation Process [3 min];
4. Analyse Project Plan (if necessary) [5 min];
5. Individual tasks and commitments to the project [5 min];
6. Goals for next week and any other business [5 min];

**Items Discussed:**



**Action Items:**

**Next Meeting:** 15/04/2013, 23:00; Moderator: João Martins