

[LOGOTIPO]  
[NOMBRE EMPRESA]

## MEETING REPORT

DATE: **10/04/19**

### ATTENDEES:

José Calzado Piedrabuena  
Aaron Rodríguez-Barbero González  
Enrique Rodríguez Villafranca  
Raúl Valentín Jorge

### REVIEW OF THE LAST MEETING:

### TOPIC OF THE MEETING:

- Select the working day.
- Distribute the workload for Session P.00.01 between members.

### AGREEMENT:

- Despite the several option that we propose, we all agree to establish the weekly working time on Mondays at 6:00 p.m.
- The company has agreed the following distribution of the work:
  - José will be in charge of managing Google Groups.
  - Aaron will be in charge of creating the website (<https://sites.google.com>)
  - Enrique will be in charge of managing Google Docs and creating the company's logo.
  - Raúl will be in charge of reviewing all the information that the group previously created about the company.

Each member will offer support to others if they needed or if he finished his task.