



MEETING ANNOUNCEMENT

From: Angel

To: Rest of the team

DATE AND TIME: 15/02/2021 at 11:30

PLACE: Microsoft Teams

DURATION: 2h30m

PURPOSE: Competitive analysis and brainstorming.

1. **AGENDA:** Test all the tools given and extract positive and negative points, then summarize the best ideas from all the platforms.
2. **DECISION FOLLOW-UP:** It is the first meeting, so we do not have older tasks
3. **DOCUMENTATION:**
 - <https://www.uam.es/UAM/Teams-para-estudiantes/1446799703874.htm?language=es>
 - <https://teams.microsoft.com/>
 - <https://zoom.us/>
 - <https://meet.google.com>
 - <https://www.notion.so/>
 - <https://asana.com/es>
 - <https://discord.com/>
 - <https://ideafliip.com/>
 - <https://edu.google.com/intl/es-419/products/jamboard/>

MEETING MINUTES

DATE AND TIME: 15/02/2021 at 11:40

PARTICIPANTS: ALL

1. KEY POINTS DISCUSSED

Difference between platforms.

2. DECISIONS MADE



ACTIONS	RESPONSIBLE PERSON	DEADLINE
Review the requirements in moodle individually to get the subsystems and then put it in common with the rest.	Angel	18/02/2021
Review the requirements in moodle individually to get the subsystems and then put it in common with the rest.	Jorge	18/02/2021
Review the requirements in moodle individually to get the subsystems and then put it in common with the rest.	Rodrigo	18/02/2021
Review the requirements in moodle individually to get the subsystems and then put it in common with the rest.	Pablo	18/02/2021



MEETING ANNOUNCEMENT

From: Rodrigo

To: The rest of the team

DATE AND TIME: 18/02/2021 at 13:00

PLACE: Microsoft Teams

DURATION: 1h

PURPOSE: Discuss the subsystems found.

4. **AGENDA: Share the work in order to find all the subsystems.**
 5. **DECISION FOLLOW-UP: We have already discovered the subsystems, so now we are going to focus in the requirements of each subsystem**
 6. **DOCUMENTATION: Practical Assignment 1**
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MEETING MINUTES

DATE AND TIME: 18/02/2021 at 12:50

PARTICIPANTS: ALL

2. KEY POINTS DISCUSSED

We have agreed that the system has four subsystems, so for the new meeting each member of the team will analyse the requirement of one subsystem.

3. DECISIONS MADE

ACTIONS	RESPONSIBLE PERSON	DEADLINE
Get Functional and Non Functional requirements of Meeting-making subsystem	Angel	19/02/2021
Get Functional and Non Functional requirements of Meeting Scheduling Subsystem	Jorge	19/02/2021
Get Functional and Non Functional requirements of Team Management Subsystem.	Rodrigo	19/02/2021



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Get Functional and Non Functional requirements of Meeting-making subsystem	Pablo	19/02/2021
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MEETING ANNOUNCEMENT

From: Jorge

To: The rest of the team

DATE AND TIME: 19/02/2021 at 13:00

PLACE: Microsoft Teams

DURATION: 2h

PURPOSE: Discuss the requirements found.

7. **AGENDA:** Extract the requirements and classify them in functional or non-functional.
 8. **DECISION FOLLOW-UP:** We have already discovered the subsystems, so now we are going to focus on the requirements of each subsystem.
 9. **DOCUMENTATION:** Practical Assignment 1
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MEETING MINUTES

DATE AND TIME: 19/02/2021 at 13:00

PARTICIPANTS: ALL

3. KEY POINTS DISCUSSED

We revised the functional requirements (requirements of the subsystems extracted by each one) and we put in common and decide the non-functional requirements.

4. DECISIONS MADE

ACTIONS	RESPONSIBLE PERSON	DEADLINE
Prepare the main mockup	Angel	24/02/2021
Prepare the main mockup	Jorge	24/02/2021
Prepare the main mockup	Rodrigo	24/02/2021
Prepare the main mockup	Pablo	24/02/2021



MEETING ANNOUNCEMENT

From: Rodrigo
To: The rest of the team

DATE AND TIME: 27/02/2021 at 13:00
PLACE: Microsoft Teams
DURATION: 3h

PURPOSE: Rehearsal of the oral presentation, measures the time of the presentation

- 10. AGENDA** Finish the list of topics of the oral presentation
- 11. DECISION FOLLOW-UP** Prepare each part individually
- 12. DOCUMENTATION:** Subsystem requirements.docx

MEETING MINUTES

DATE AND TIME: 27/02/2021 at 12:50
PARTICIPANTS: ALL

4. KEY POINTS DISCUSSED

We have measured the time that each member of the group is going to take in the presentation in order to have a perfect timing presentation.

We have decided who is going to prepare each topic in the presentation, in the sake of clarity.

5. DECISIONS MADE

ACTIONS	RESPONSIBLE PERSON	DEADLINE
Prepare the oral presentation	Jorge	01/03/2021
Prepare the oral presentation	Angel	01/03/2021
Prepare the oral presentation	Rodrigo	01/03/2021
Prepare the oral presentation	Pablo	01/03/2021



MEETING ANNOUNCEMENT

From: Jorge
To: The rest of the team

DATE AND TIME: 2/03/2021 at 22:00
PLACE: Microsoft Teams
DURATION: 2h

PURPOSE: Prepare the oral presentation, share the work of drafting the mocks up and correct mistakes detected during class

- 13. AGENDA** Fix presentation and group rehearse to check timing
- 14. DECISION FOLLOW-UP** Rehearse individually for the presentation
- 15. DOCUMENTATION:** guion.docx

MEETING MINUTES

DATE AND TIME: 2/03/2021 at 22:00
PARTICIPANTS: ALL

5. KEY POINTS DISCUSSED
Presentation aesthetics.

6. DECISIONS MADE

ACTIONS			RESPONSIBLE PERSON	DEADLINE
Individual timing	rehearse	and	Jorge	3/03/2021
Individual timing	rehearse	and	Angel	3/03/2021
Individual timing	rehearse	and	Rodrigo	3/03/2021
Individual timing	rehearse	and	Pablo	3/03/2021



MEETING ANNOUNCEMENT

From: Angel
To: The rest of the team

DATE AND TIME: 5/03/2021 at 15:30
PLACE: Microsoft Teams
DURATION: 6h

PURPOSE: Technical report.

- 16. AGENDA** Gather all the documents and write the technical document
- 17. DECISION FOLLOW-UP** NC
- 18. DOCUMENTATION:** mockups, subsystem requirements.docx

MEETING MINUTES

DATE AND TIME: 05/03/2021
PARTICIPANTS: ALL

6. KEY POINTS DISCUSSED

We have started to prepare the technical report for the final delivery of this practice

7. DECISIONS MADE

ACTIONS	RESPONSIBLE PERSON	DEADLINE
Inclusion of mockups and commentary.	Jorge	10/03/2021
Project scope and requirements	Angel	10/03/2021
Conclusion and requirements	Rodrigo	10/03/2021
Introduction.	Pablo	10/03/2021



MEETING ANNOUNCEMENT

From: Rodrigo
To: The rest of the team

DATE AND TIME: 5/03/2021 at 15:30
PLACE: Microsoft Teams
DURATION: 6h

PURPOSE: Technical report.

- 19. AGENDA** Gather all the documents and write the technical document
- 20. DECISION FOLLOW-UP** Mockups, project scope, conclusion and introduction done.
- 21. DOCUMENTATION:** technical_report.docx, brainstorming2.docx

MEETING MINUTES

DATE AND TIME: 09/03/2021 at 15:30
PARTICIPANTS: ALL

7. KEY POINTS DISCUSSED

Revision and final touches made to the technical report.

8. DECISIONS MADE

ACTIONS	RESPONSIBLE PERSON	DEADLINE
Mockups and brainstorming touchup, Reflective Document.	Jorge	10/03/2021
Reflective document.	Angel	10/03/2021
Brainstorming touchup, meetings added to document, Reflective document.	Rodrigo	10/03/2021
Reflective document.	Pablo	10/03/2021