MEETING ANNOUNCEMENT

From: Angel
To: Rest of the team *(handwritten: (values))*

DATE AND TIME: 15/02/2021 at 11:30
PLACE: Microsoft Teams
DURATION: 2h30m

PURPOSE: Competitive analysis and brainstorming.

(handwritten: → bullet list)

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://ideaflip.com/
   - https://edu.google.com/intl/es-419/products/jamboard/

MEETING MINUTES

DATE AND TIME: 15/02/2021 at 11:40
PARTICIPANTS: ALL *(handwritten: (values))*

1. **KEY POINTS DISCUSSED**

(handwritten: (bullet))
- 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: Discus 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**

bullet list

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 meting 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

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

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**

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 rehearse and timing	Jorge	3/03/2021
Individual rehearse and timing	Angel	3/03/2021
Individual rehearse and timing	Rodrigo	3/03/2021
Individual rehearse and timing	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