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

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**MEETING MINUTES**

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

**PARTICIPANTS: ALL**

1. **KEY POINTS DISCUSSED**

   Difference between platforms.

1. **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.**

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

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**MEETING MINUTES**

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

**PARTICIPANTS: ALL**

1. **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.

1. **DECISIONS MADE**

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| --- | --- | --- |
| **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.**

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

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**MEETING MINUTES**

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

**PARTICIPANTS: ALL**

1. **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.

1. **DECISIONS MADE**

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| --- | --- | --- |
| **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**

1. **AGENDA Finish the list of topics of the oral presentation**
2. **DECISION FOLLOW-UP Prepare each part individually**
3. **DOCUMENTATION: Subsystem requirements.docx**

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**MEETING MINUTES**

**DATE AND TIME: 27/02/2021 at 12:50**

**PARTICIPANTS: ALL**

1. **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.

1. **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**

1. **AGENDA Fix presentation and group rehearse to check timing**
2. **DECISION FOLLOW-UP Rehearse individually for the presentation**
3. **DOCUMENTATION: guion.docx**

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**MEETING MINUTES**

**DATE AND TIME: 2/03/2021 at 22:00**

**PARTICIPANTS: ALL**

1. **KEY POINTS DISCUSSED**

**Presentation aesthetics.**

1. **DECISIONS MADE**

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| --- | --- | --- |
| **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.**

1. **AGENDA Gather all the documents and write the technical document**
2. **DECISION FOLLOW-UP NC**
3. **DOCUMENTATION: mockups, subsystem requirements.docx**

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**MEETING MINUTES**

**DATE AND TIME: 05/03/2021**

**PARTICIPANTS: ALL**

1. **KEY POINTS DISCUSSED**

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

1. **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.**

1. **AGENDA Gather all the documents and write the technical document**
2. **DECISION FOLLOW-UP Mockups, project scope, conclusion and introduction done.**
3. **DOCUMENTATION: technical\_report.docx, brainstorming2.docx**

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**MEETING MINUTES**

**DATE AND TIME: 09/03/2021 at 15:30**

**PARTICIPANTS: ALL**

1. **KEY POINTS DISCUSSED**

Revision and final touches made to the technical report.

1. **DECISIONS MADE**

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| --- | --- | --- |
| **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 |