

## Meeting Minutes nº 2

Location: Online - via *Discord*

Date: 09/03/2023      **Begin** 15h:00min      **End** 16h:30min

Attendees:

General Director:	_____
Product Director:	_____
Quality Director:	_____
Information and Documentation Director:	_____
Project Director:	_____
Director of Automation:	_____
Director of Energy:	_____
Director of Telecommunication:	_____

### Purpose of the meeting:

- >Distribute tasks
- >Review file “Concept of System”
- >Decide the components to order for the project

### Discussion:

This meeting began by reviewing this week’s deliverable, the file “Concept of System”. The whole team read the full file and made final adjustments to their parts.

On the second part of the meeting, the team decided what components to order, like the microcontroller and the LEDs, for example. It was also defined that the energy team would start a research about different tariffs that exist in Portugal and to present them to the team.

### Taken decisions:

- > every individual element of the team should make final adjustments to

-> the Quality Director should approve the final version of “Concept of System”.

-> the energy team will begin a research about different tariffs of the energy market in Portugal