

Meeting Minutes nº 3

Location: Online - via *Discord*

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

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
- >Plan file “Midterm Report”
- >Decide the components to order for the project

Discussion:

This meeting began by finalizing the decisions of the components to be used in the lamp. A strategy for risk management was decided. Because cheaper components from more affordable websites take a delivery time, those would be ordered at the same time as more expensive components that take lesser time to be delivered. This way, the team can start working on assembling the lamp and working on it sooner. The components that will arrive later, will substitute the previous (not so pretty) ones.

On the second part of the meeting, tasks were decided to the following week, with special attention to the next deliverable file “Midterm Report”.

Taken decisions:

- > cheaper and more expensive components would be ordered
- > planned tasks for the assembly of the file “Midterm Report”.