

## Meeting Minutes nº 1

Location: Online - via *Discord*

Date: 2/03/2023      **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
- >Discuss what components to use in the lamp
- >Organize the new delivery “Concept of System”

### Discussion:

During this meeting, it was firstly discussed how to efficiently search for components to be used in the lamp. An agreement was found so that a small team of 4 elements would search for a single part of the lamp, with the guidance of Tomás Prior (who has prior experience doing such search).

On the second part of the meeting, it was decided that the rest of the team would start the elaboration of the file “Concept of System”.

### Taken decisions:

- >4 people (António Pan, Maria Pinheiro, Sara Carvalho, Tomás Cadete) search for one component of the lamp, each

- > Tomás Prior helps the search team
- > The other members start the file “Concept of System”
- > Everyone should give ideas to include in the mentioned file.