



Meeting Minutes 1 - G3A

Mobile Environmental Noise Protection System

Rapporteur: Rui Pinto

Meeting time:
1h30m

Participants: Ana Orvalho, João Pinho, Rui Costa, Rui Pinto, Vítor Araújo.

Topics addressed:

1. Role definition and attribution.
2. Elaborating the quality manual.

Decisions:

- After a brief discussion with all group members, it was decided the following:
 - Leader: João Pinho
 - Team spokesman towards the faculty, clients and other teams
 - RedMine website manager
 - Ensure a pleasant relationship and environment within the team
 - Distribute equally the workload
 - Deadline control
 - Vice-Leader: Rui Costa
 - Substitutes the leader in his absence
 - Gives support and assistance to the leader
 - Meeting Animator: Ana Orvalho
 - Prepares the team summoning document
 - Sets up the meeting place
 - Conducts the meetings
 - Rapporteur: Rui Pinto
 - Writes meetings minutes within the agreed deadline
 - Documentation Manager: Vítor Araújo
 - Version Control
 - Document Review and formatting
 - Final Document review
- It was decided that the elaboration of the quality manual had to be done by the leader, with the intervention of all group members.

Actions:

1. Definition of the meeting and internal evaluation rules.
2. Identification of the supporting tools.

Workplan:**➤ Objectives**

1. Finish the quality manual
2. Repository creation
3. Elaborate documents templates

➤ Responsibles

The quality manual should be written by the Leader with the participation of all group members in the discussion of his content and reviewed by the Documentation Manager.

The documents template should be written by the Vice-Leader.

The repository should be created by the Leader.

➤ Deadline

The quality manual should be finished and fully reviewed till Tuesday, 09 October 2012.

The repository and documents templates should be created till Friday, 05 October 2012.

➤ Comments

The quality manual began to be written in the meeting. To be finished, all members should share they opinion by all means available, like Facebook, chat and personal encounters.