



Meeting Minute 5 - G3A

Mobile Environmental Noise Protection System

Rapporteur: Rui Pinto

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

Date: 30 October 2012

Time: 14.00h

Place: I221 - FEUP

Meeting duration: 3h30

Topics addressed:

1. Quality manual
2. Meeting documents templates
3. Work plan
4. Document repository
5. Document naming
6. To do list
7. Document requirements
8. Team evaluation
9. System overview
10. System breakdown structure
11. Quality plan

Decisions:

- The quality manual should be updated.
- The meeting documents' templates should be updated.
- The work plan (Gantt chart) should be updated.
- The document naming rules and repository should be updated.
- A to do list should be created.
- The system overview and breakdown structure (SBS) should be created.
- The team evaluation should be done.
- The quality plan will be discussed further on other meetings, since right now there are more important issues to deal with, due to the work plan update.

Actions:

1. Approved the last meeting minute.
2. The repository on Dropbox was updated (folders naming and organization).
3. The document naming was changed (unique code in every document).
4. The meeting documents' templates were updated (version control).
5. The Gantt chart was updated according to the new work plan.
6. The quality manual was updated.
7. A to do list was created and made available in the root folder of the repository.



8. We finished the document requirements (system overview and SBS).

Workplan:

➤ **Objectives**

1. Do the team evaluation.
2. Edit the to do list.

➤ **Responsibilities**

1. The team evaluation should be done by every team member.
2. All team members should edit the to do list. If a team member had some task to do, it's his responsibility to add a new topic to the list.

➤ **Deadline**

1. The team evaluation should be done until Wednesday, 31 October 2012.

➤ **Comments**