

1st Meeting Record

Date: 27th September 2012	Place: FEUP Lab I221
Inicial time: 14pm	
Final time: 16pm	Reporters: Joana Fonseca, Romano Torres

1. Attendance list

Name	Attendance
Bruno Filipe Guedes da Silva	✓
Henrique Rodrigues de Castro Mendes Martins	✓
Joana Cristina Lopes da Fonseca	✓
João Guilherme Pinto Pedreira de Brito	✓
Romano Jorge de Sousa Torres	✓

2. Tasks

- . Appointment of team elements in each function
- . Choice and adaptation of the documents repository
- . Time for future meetings agreement
- . Quality manual creation
- . Beginning of market survey methodology study

3. Decisions taken

- . Team elements function:
 - Leader: Bruno Silva
 - Vice-leader: Romano Torres
 - Documents manager: Joana Fonseca
 - Site manager: João Brito
 - Proof readers: Henrique Martins and Romano Torres
- . The documents repository will be on zoho.com
- . Future meetings will be on Monday or Wednesday afternoons
- . Vice-leader will send an e-mail to SETEC Professors requesting Lab entry permission
- . Each team element will make a market survey research until next meeting