

2nd Meeting Record

Date: 1st October 2012	Place: FEUP Lab I221
Inicial time: 14pm	
Final time: 16pm	Reporter: 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

- . Discussion about documents management and the repository.
- . Definition of the methodology involved in the drafting of the Market Survey.

3. Decisions taken

- . Each document must have its respective author's name on document settings.
- . The documents repository will be changed to FEUP Project Manager due to team expectations on tasks management at zoho.com not being what the team expected.
- . The Market Survey will start with the following structure:
 - Index;
 - Project Description;
 - Competition analysis:
 - o Technology used and type of solution;
 - o Comparative analysis.
- . All team elements will work together on 3rd October, 9 am, at Lab I103. Every team member must take his/her research about the Market Survey.