CSCI4400

Agenda and Minutes-Initial Meeting 2019-02-04

Version: Refer to the version in the file name

Meeting Purpose	Establish sub-teams for the different domains required for the project.
Meeting Objective	Create a shared understanding for the project; develop the foundation to build the project.
Date/Time	Monday, February 04, 2019. 1900 - 2045
Location & Contact Info.	Face to Face meeting, Newton Oakes 016
Leader	Myers, Evan
Facilitator	Mitchell, Kevin
Scribe (Alternating)	Myers, Evan
Other Information	Review the Scrum process, MySQL and the basics of database design, Download and Install StarUML

P: Enter an X in this column, if the individual is present. **Name**: Enter the name of the participant
Miss So Far: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

Attendees	P	Missed So Far	Name	P	Missed So Far	Name	P	Missed So Far	Name
	X		Cromer, Alec	X		Johnson, Brisaac	X		Nation, Dakota
	X		Fiallo, Darius	X		Mitchell, Kevin	X		Neer, Ian
		1	Iannuzzi, Robert	X		Myers, Evan	X		Williams, Matthew

Agenda & Minutes Discussions				
#	**Duration**	**Discussion Item**	**Discussion Result**	**Responsible**
1.	10 min.	Review and update agenda	Completed	Facilitator
2.	5 min.	Review previous action items	Completed	Facilitator
3.	30 min.	Creating of Database UML Diagram	Made clarifications, updated tables, updated columns	Leader
4.	20min.	Establishment of action items	Radiologist Patient Equipment	Leader
5.	10 min.	Assigned people to action items	Completed	Scribe
6.	1 min.	Next meeting date and time	11FEB2019 @ 1900	All
7.	2 min.	Meeting evaluation	All initial tasks completed.	All
8.	-	Adjourn		Facilitator

Decisions Reached

Decision	Date
Final Database Design	02/04/2019
Action Item Assignment	02/04/2019
Decided on the database language	02/04/2019

Action Items

AI #	Description	Assigned to	Due Date	Status
001	Use Cases	Kevin Mitchell, Brisaac Johnson	02/08/2019	IP
002	Research	Evan Myers, Brisaac Johnson	02/11/2019	IP

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AI #	Description	Assigned to	Due Date	Status
003	Database Design	Alec Cromer, Ian Neer, Dakota Nation, Robert Iannuzzi, Darius Fiallo	02/11/2019	IP
004	Scrum Board	Matt Williams, Evan Myers	02/18/2019	IP

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