Agenda and Minutes-Prototyping 2019-02-18

Version: Refer to the version in the file name

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| **Meeting Purpose** | This is the our weekly meeting, held every Monday. |
| **Meeting Objective** | Discussion of prototype and analysis object model. |
| **Date/Time** | Monday, February 18, 2019. 7:00PM-8:45PM |
| **Location & Contact Info.** | Newton Oakes #016 |
| **Leader** | The leader is Matt Williams-- Prepares for meetings; notifies members; prepares minutes; makes team assignments and ensures they are completed; keeps sponsor and facilitator informed. |
| **Facilitator** | The facilitator is Alec Cromer. |
| **Scribe** | The scribe is Darius Fiallo. |
| **Other Information** | Review and look at a Views of the Prototype and be ready for discussion. |

**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

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| **Attendees** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed So Far** | **Name** |
| X | 0 | Darius Fiallo | X | 0 | Alec Cromer | X | 0 | Dakota Nation | X | 0 | Evan Myers |
|  | X | 0 | Brisaac Johnson | X | 0 | Ian Neers | X | 0 | Kevin Mitchell | X | 0 | Matt Williams |

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| **Agenda & Minutes Discussions** | | | | |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
| 1. 1 | 1 min. | Review and update agenda | Agenda was updated. | Facilitator |
| 1. 2 | 10 min. | Review previous action items | Previous items were reviewed along with current Prototype Views. | Facilitator |
| 1. 3 | 50 min. | Prototype Views and possible changes | Narrowed down what the Views should show to the User and what should be implemented and where. | Facilitator with help of entire Group |
| 1. 4 | 5 min. | Review this meeting’s action items | Meeting items were reviewed along with the entire group and everyone agreed on the items. | Scribe |
| 1. 5 | 1 min. | Next meeting date and time | Next Monday at 7PM. (February 25, 2019) | All |
| 1. 6 | 2 min. | Meeting evaluation | Discussion went well, Prototype View has been modified and improved. | All |
|  | - | Adjourn |  | Facilitator |

# Decisions Reached

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| **Decision** | **Date** |
| Prototype View is insufficient and will be modified. | 02/18/2018 |
| Form for patient will be on the right and referring physician will only be able to see their own patient info. | 02/18/2018 |

# Action Items

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| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| 001 | See Task List | Group | 04/27/2019 | Ongoing |