Team Meeting

Meeting called by:	Sean O'Connor	**Type of meeting:**	6:00
Facilitator:	Sean O'Connor	**Note taker:**	Sean O'Connor
Timekeeper:	Rudolph Paulin		

Attendees: Sean O'Connor, Rudolph Paulin, Christina Hilario

Please read: Last week's meeting notes

Please bring:

Minutes

Agenda item: Figure out the order in which we will present   **Presenter:**   Sean O'Connor

Discussion:

To start the meeting team members will follow up on the action item from last week where we were to gather online resources that we could use for the assessment of the user design. Each member will bring up what they found and why they think it would be a good resource.

Conclusions:

The conclusion was that Sean would Open the presentation and present the user story slides, Rudolph would present the slides on SAAS and usability testing, and Christina would present the slides on North Carolinas medical apps, the conclusion, and the general testing plan

Action items	Person responsible	Deadline
✓ None as this was done during the meeting		
✓		
✓		

Agenda item: Run though a test presentation   **Presenter:**   All individuals

Discussion:

After determining the slides that we would each present and the topics we would discuss, we decided to do a test presentation to ensure that we had a 15–18-minute presentation

Conclusions:

Our initial presentation was below 15 minutes, so we determined that we needed to add another slide

Action items	Person responsible	Deadline
✓ Add another user persona	Sean O'Connor	4/21
✓		
✓		

Other Information

Observers:

None

Resources:

Special notes:

Last meeting before we presented!