

Team Meeting

March 30, 2022

4:00 PM

Virtual

Meeting called by:	Cristina Hilario	Type of meeting:	Kick-off meeting
Facilitator:	Cristina Hilario	Note taker:	Cristina Hilario
Timekeeper:	Sean O'Connor		
Attendees:	Rudolph Paulin, Sean O'Connor		
Please read:	Project instructions, Team Project prompt, Team Project grading rubric		
Please bring:			

Minutes

Agenda item:	Understand project prompt	Presenter:	Cristina Hilario
---------------------	---------------------------	-------------------	------------------

Discussion:

We re-read through the project prompt and grading rubric as a group. We established an understanding of SAAS applications and the software of the North Carolina Department of Health and Human Services. We also established an understanding of usability testing.

Conclusions:

These items were able to be completed during the meeting. All team members became familiar with the project requirements and had a general understanding of the relevant topics.

Action items	Person responsible	Deadline
✓ Read all materials given by the professor	All team members	March 30, 2022
✓ Read articles on usability testing	All team members	March 30, 2022
✓ Become familiar with NCDHHS Department	All team members	March 30, 2022

Agenda item:	Gather sources	Presenter:	Cristina Hilario
---------------------	----------------	-------------------	------------------

Discussion:

Sources are needed for the team to understand the topics presented in our project and support the ideas we would include in our presentation. These sources would need to include information on usability testing, SAAS applications and healthcare systems, target audience, etc.

Conclusions:

All members were assigned a topic to research. Next meeting, each member is expected to bring sources related to their topic.

Action items	Person responsible	Deadline
✓ Find relevant sources on usability testing	Cristina Hilario	April 3, 2022
✓ Find relevant sources on SAAS apps and healthcare	Rudolph Paulin	April 3, 2022
✓ Find references for usability testing plans	Sean O'Connor	April 3, 2022

Other Information

Observers:

N/A

Resources:

<https://www.ncdhhs.gov/>

<https://blog.hubspot.com/marketing/usability-testing>

http://samples.jbpub.com/9781284129175/9781284138443_CH05_WD.pdf

Special notes: