



“Your Ideas Turn into Fortune”



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Fortune Data Analytics Inc.

Mission:

To offer simple and reliable tech-based solutions for consent forms that encourage: Patient comprehension, Physician recommendations, and Stakeholder investments.

Vision:

We strive to be the leading provider of quick, smooth, accessible, and satisfactory electronic solutions to entities around the globe. Our goal is to make electronic processes as seamless as possible so our users can have a great experience and focus on their own goals. We want to have a great, long-lasting relationship with our users to maintain our high quality interactions.



Carl Tondo

Project Manager



Graduated at SUNY Stony Brook with a Bachelor's Degree in Health Science. Attended Columbia Engineering to earn a Master's Degree in Health Informatics and Administration. Worked on a “Big Data” project that utilized machine learning and PostgreSQL. Recent Operating Support Specialist at GE Healthcare. Currently Project Manager for Fortune Data Analytics Inc developing an electronic consent form program.



Jessica Cruz

Scribe/ Timeline

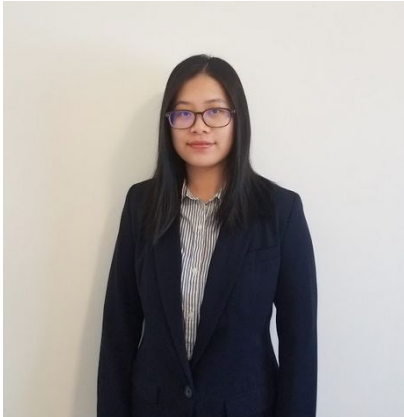
Graduated from Stony Brook University with a Bachelor of Science in Health Science with a concentration in Health Informatics. Obtained a Master's degree in Applied Health Informatics from Stony Brook University. Worked in California as a Clinical Analyst for three years in the Stanford Health Care developing a program to mitigate “bedside-alarm” fatigue. Currently is the Timeline Manager Fortune Data Analytics Inc.



Ethan Yee

Technology and Design Administrator

Graduated from Stony Brook University with a Bachelor's in Health Science concentration in Health Care Informatics. Earned a Master's in Health Informatics at University of Michigan. Worked under the Clinical Informatics Administrator at the Manhattan Beth Israel Hospital. Developed an easier to use and more efficient EMR database interface to replace the outdated system in place. Database manager at Fortune Data Analytics Inc.



Xiaowen Li

Public Relations Specialist

Graduated from Stony Brook University with a Bachelor's in Health Science and concentration in Health Care Informatics. Earned a Master's in Applied Health Informatics at Stony Brook University. Received a Master's in Public Relations at New York University. Started a career at Mount Sinai Beth Israel Hospital as a Public Relations Coordinator and later promoted as a Public Relations Manager while contributing to population health information projects for 5 years. Current Presentation Manager at Fortune Data Analytics Inc.

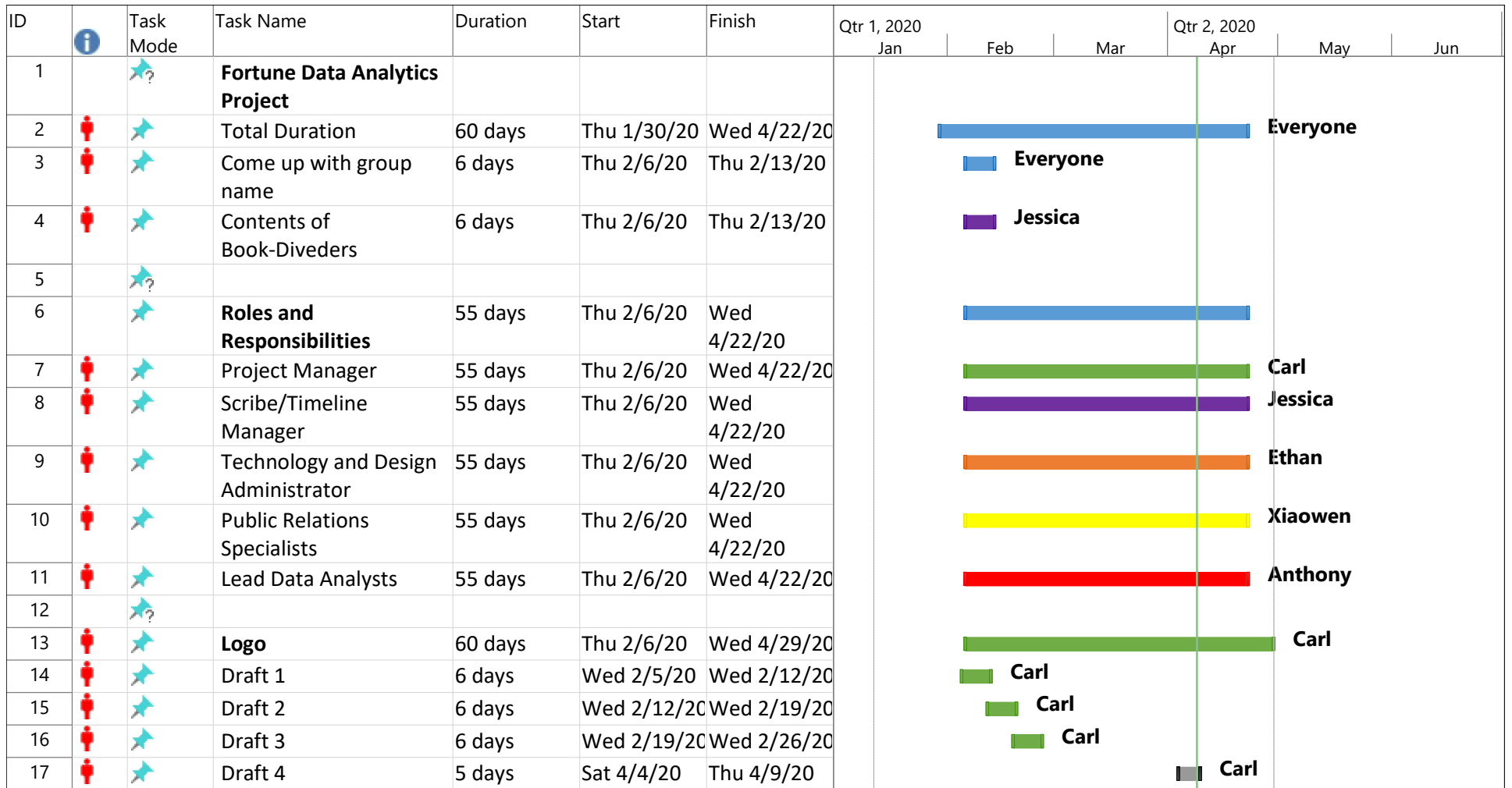


Anthony Lin

Lead Data Analyst

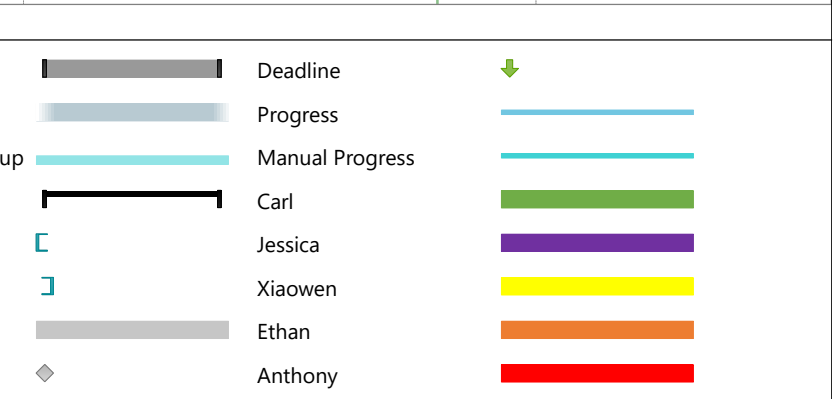


Graduated from Stony Brook University with a Bachelor's degree in Health Science. Attended New York University with a Master's degree in Data Analytics. Started career as a Data Analyst at NYU Langone Medical Center. Promoted to Data Manager and revamped clinical data warehouse, increasing interoperability. Received a Master's degree in Applied Health Informatics from Stony Brook University. Currently the lead Data Manager for Fortune Data Analytics Inc.















































Project: OFFICIALTimeline464 Date: Thu 4/9/20	Task		Manual Task		Deadline	
	Split		Duration-only		Progress	
	Milestone		Manual Summary Rollup		Manual Progress	
	Summary		Manual Summary		Carl	
	Project Summary		Start-only		Jessica	
	Inactive Task		Finish-only		Xiaowen	
	Inactive Milestone		External Tasks		Ethan	
	Inactive Summary		External Milestone		Anthony	

























ID		Task Mode	Task Name	Duration	Start	Finish	Qtr 1, 2020 Jan	Feb	Mar	Qtr 2, 2020 Apr	May	Jun
18												
19			About Us	51 days	Wed 2/12/20	Wed 4/22/20						
20			Draft 1	5 days	Thu 2/13/20	Wed 2/19/20						
21			Draft 2	5 days	Sat 4/4/20	Thu 4/9/20						
22												
23			Mission and Vision	55 days	Thu 2/6/20	Wed 4/22/20						
24			Draft 1	1 day	Sun 2/9/20	Sun 2/9/20						
25			Draft 2	7 days	Sun 1/12/20	Sun 1/19/20						
26			Draft 3	5 days	Sat 4/4/20	Thu 4/9/20						
27												
28			Profiles	55 days	Thu 2/6/20	Wed 4/22/20						
29			Draft 1	7 days	Tue 2/11/20	Wed 2/19/20						
30			Draft 2	6 days	Wed 2/19/20	Wed 2/26/20						
31			Professional pictures	5 days	Sat 4/4/20	Thu 4/9/20						
32												
33			Timeline	45 days	Thu 2/20/20	Wed 4/22/20						
34			Draft 1	6 days	Thu 2/20/20	Thu 2/27/20						
35			Draft 2	5 days	Fri 2/28/20	Thu 3/5/20						
36												
37			Visio	45 days	Thu 2/20/20	Wed 4/22/20						
38												
39			Q&A	6 days	Thu 2/27/20	Thu 3/5/20						



Project: OFFICIALTimeline464
Date: Thu 4/9/20

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Inactive Summary		External Milestone		Anthony	

ID		Task Mode	Task Name	Duration	Start	Finish	Qtr 1, 2020 Jan	Feb	Mar	Qtr 2, 2020 Apr	May	Jun
40			Final Draft	5 days	Sat 4/4/20	Thu 4/9/20					Xiaowen	
41												
42			Database	21 days	Thu 2/27/20	Thu 3/26/20				Ethan		
43			Add diverse names	5 days	Thu 3/5/20	Wed 3/11/20				Ethan		
44												
45			Meetings	51 days	Wed 2/12/20	Wed 4/22/20				Everyone		
46			First meeting	1 day	Wed 2/12/20	Wed 2/12/20				Everyone		
47			Second meeting	1 day	Wed 2/19/20	Wed 2/19/20				Everyone		
48			Third Meeting	1 day	Thu 2/27/20	Thu 2/27/20				Everyone		
49			Fourth Meeting	1 day	Thu 3/5/20	Thu 3/5/20				Everyone		
50			Fifth Meeting	1 day	Sat 4/4/20	Sat 4/4/20					Everyone	
51												
52			Data Collection	27 days	Tue 2/25/20	Wed 4/1/20				Anthony		
53			First level collection about Stony Brook	7 days	Wed 2/26/20	Thu 3/5/20				Anthony		
54			Second Level Data collection- find out about consent	12 days	Wed 2/19/20	Thu 3/5/20				Anthony		
55												
56			Publish information into a PDF	11 days	Wed 4/8/20	Wed 4/22/20					Xiaowen	

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	Inactive Milestone		External Tasks		Ethan	
	Inactive Summary		External Milestone		Anthony	

Sources:

What are the Ethics of Electronic Consent Forms?

<https://blog.petrieflom.law.harvard.edu/2018/10/19/what-are-the-ethics-of-electronic-consent-forms/>

- Ethics of shifting to electronic consent forms.
- Consent consists of disclosure, understanding, voluntariness, etc.
- Dynamic Consent: being able to change your consent, even after signing.
- Dynamic Disclosure: there can be changes in the way things are done in the organization or processes
- Most people don't really "Get It" : e consent can find ways to send people more or better information as well as take care of things such as language preferences, terminology, and consentor recollection

Going from Paper-Based Consents to eConsents in Healthcare

<https://www.healthcareittoday.com/2018/09/24/going-from-paper-based-consents-to-econsents-in-healthcare/>

- Lots of people are still doing paper consent forms bc: "it's the way it's always done".
- When econsent first came, people did not think of making it mobile. Now it's a must.
- Econsent forms are made when the signature is put down, the date of signature is put down and the document is on lock so none of the information can be changed.
- Pos: one form to modify so it is instantly available to staff
 - Templates are made to standardize statements
 - You have to fill things in before moving onto the next part so that can help when going through the process.
- You can link things to the form such as if you have another link to a lot of information that the patient can choose to see.
- Includes: specific risks, benefits, and alternative procedures.
- Benefits with using no more paper: no more ink, materials such as printers and copiers, no staff to print, no need for storage of paper, no need to shred unwanted documents.
- eConsent is automatically and instantly archived into the EHR.

- Good to have audits to see who has been in the system and who is signing.
- A good thing to have in the future is a fast way to get the right consent form to the right patient based on what they need (e.g. some places scan a wristband and bring the right consent form)

Medical informed consent: can you obtain it with an electronic signature?

<https://blog.signaturit.com/en/medical-informed-consent-obtain-it-with-electronic-signature>

- Make sure that the signature collected can be proven as authentic.
- Security measures to see if anything was changed after a signature is collected.
- Less error with digitized consent forms and harder to lose when compared to paper.
- Can protect the information as the consent form will not be moved around until after it is signed.

Informed consent for clinical treatment

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3307558/>

- Informed consent has become the primary paradigm for protecting the legal rights of patients and guiding the ethical practice of medicine. It may be used for different purposes in different contexts: legal, ethical or administrative (Figure 1). Although these purposes overlap, they are not identical, thus leading to different standards and criteria for what constitutes “adequate” informed consent.
- Not only is it for the patient to know what situation they are getting themselves into, it is also to make sure that the patient has the capacity to make those decisions.
- Physician should give adequate information to decision maker, then decision maker states that they understand and then sign, then authorize the treatment plan.
- One of the problems with consent forms is people thinking they do not have a choice when they sign it
- “This finding is supported by related survey data showing that 30% of women (220/732) consenting to surgery did not think they had a choice about signing the consent form, and that most of the women (88% [642/732]) perceived the form as “just another piece of paper” that satisfied administrative and legal requirements.”
- “These goals include the legal goal of protecting patients’ rights, the ethical goal of supporting autonomous decision-making, the administrative goal of providing efficient

health care and the interpersonal goal of building the trust needed to proceed with therapeutic interventions.”

- To improve econsent: Involve patients in decision making, encourage the patient to bring up if they don't understand anything and to make sure that the patient knows what is going on, establish the goal of the care.

Required Elements of the Consent Form

<https://www.genome.gov/about-genomics/policy-issues/Informed-Consent-for-Genomics-Research/Required-Elements-of-Consent-Form>

- Has examples of different types of consent forms samples.
- Pediatric
- Biobank
- The Electronic Medical Records and Genomics (eMERGE) Network Consent & Community Consultation Workgroup Informed Consent Task Force
- Exome or Genome Sequencing Consent
- Exome or Genome Sequencing, Pediatric Consent
- Organ and Tissue Donation Authorization

How to write a good consent form

<https://www.iths.org/wp-content/uploads/Slides-for-How-to-Write-a-Good-Consent-Form-10-14-09.pdf>

Slide 29 - start of important stuff

- When writing consent form
- Use plain language: no jargon
- Write in conversational style: active voice, 1st person
- Filter content and order information: make the information easy for patient to understand
- Know the audience: what condition, age, culture, ethnicity
- Formatting: good amount of white space and margins. Split up information in blocks of paragraphs. **BOLD** or **LARGE** font for important parts.
-

<https://formfast.com/forms-on-demand/esignature-solutions/>

A company that does e consent form - not sure how useful

-

<https://www.michalsons.com/blog/electronic-consent-what-is-it/22739>

Browse-wrap (or web-wrap) agreement – this is where a website contains terms that a visitor to the website can find easily (usually linked at the bottom of the page), which say that the visitor must accept these terms if they want to visit the website. By simply browsing on the website, a visitor is agreeing to these terms.

Click-wrap agreement – this is where a website will only regard a visitor as agreeing to their terms (or a certain part of their terms) if they click a button that says that they agree. This can be in many forms, such as an 'I agree' button or check-box on a page where the visitor has to submit information to the website.

Double opt-in – this is where a click-wrap agreement sends a separate email to the visitor's email address. A visitor must click the confirmation link in the email before they are regarded as consenting to the terms of the website.

<https://www.accessefm.com/blog/mobile-form-solutions-for-patient-consent-process-8-benefits>

Benefits:

Seamless EHR System Integration

Enhance Consent Workflow

Cut Paper and Mitigate Risk

User-Friendly, Mobile Tablet Experience

On-Demand Form Selection

Required Content Review and Understanding Confirmation Fields Using Patient Initials or a Checkbox

Automatic Date/Time Stamp for Data Integrity

Immediate Archival of Completed Consent Forms

<https://www.goformz.com/create-forms-for-ipad>

Consent forms for ipad

https://www.gocanvas.com/show_pricing_plans

ID	First Name	Last Name	Gender	Birthdate	Address
1	Nathan	Chan	Male	7/29/1998	123 Sunnyside
2	Andrew	Chen	Male	2/28/1997	609 Silver Ave
3	Kevin	Gascott	Male	4/30/1998	402 Short Ln
4	Ji-eun	Lee	Female	5/16/1993	25 Palette St
5	Sharon	Myoui	Female	3/24/1997	163 Twice Ave
7	Rajendra	Jugait	Male	4/20/1995	376 Queens Blv
8	Michelle	Liang	Female	8/9/1998	88 Circle Rd
9	Andrea	Meyer	Female	10/31/1998	2020 Hollywoo
10	Jason	Lin	Male	2/22/1998	36 Bike Ln
11	Donnia	Hua	Female	11/2/1998	222 Main St
12	Jason	Bark	Male	7/11/1998	225 Gains St
13	Carlos	Delgado	Male	2/12/1999	58 Cancun Ave
14	Jackson	Wang	Male	3/15/1990	88 Rising St
15	Stephen	Curry	Male	5/24/1988	10 Oracle Blvd
16	Lisa	Lee	Female	12/20/1995	55 Chai Ct
17	Mohima	Iqbal	Female	4/27/1998	574 North Plac
18	Devin	Booker	Male	6/12/1994	71 Sun St
19	Sakura	Nakamura	Female	5/26/2000	17 Cherry Bloss
20	James	Dolan	Male	2/20/1968	4 Pennsylvania
21	Wendy	Son	Female	2/21/1994	26 Toronto St
22	Feng	Li	Male	4/11/1995	84 Madison Av
23	Keith	Zhang	Male	3/3/2000	45 Upstate St
24	Ming	Wu	Male	12/12/2000	78 Ioniq Ct
25	Jenn	Lopez	Female	8/17/1998	95 Havana Ln
26	Jayson	Park	Male	7/17/1987	873 Yacht Ave
27	Anthony	Indelicato	Male	5/6/1968	100 Smithtown
28	Natalya	Chernyshevsky	Female	4/7/1965	500 Moscow R
29	Wagner	Schneifer	Male	9/21/1958	247 Berlin St
30	Elijah	James	Male	1/11/1985	36 Cavalier Blv

City	State	Zip Code	Phone Number	Hospital Bill
Hicksville	NY	11590	(516) 420-6198	\$4,500.00
Jericho	NY	11590	(917) 639-9192	\$12,000.00
East Meadow	NY	11590	(516) 878-1898	\$6,000.00
New York	NY	10001	(212) 718-1243	\$50.00
San Antonio	TX	15734	(718) 516-8877	\$420.00
Queens	NY	10007	(917) 658-3838	\$280.00
Stony Brook	NY	11790	(632) 178-4312	\$350.00
Los Angeles	CA	14141	(123) 112-3213	\$9,000.00
Queens	NY	11001	(765) 418-7223	\$1,200.00
Flushing	NY	11111	(327) 943-9021	\$350.00
Los Angeles	CA	15893	(437) 218-6932	\$4,500.00
Bronx	NY	10003	(212) 127-8384	\$400.00
Sacramento	CA	23534	(312) 432-1344	\$1,400.00
San Francisco	CA	34531	(546) 745-5634	\$11,245.00
Miami	FL	32424	(321) 432-1653	\$12,800.00
Albany	NY	18549	(211) 434-3457	\$500.00
Phoenix	AZ	17854	(784) 532-9234	\$13,500.00
San Francisco	CA	15435	(463) 278-1432	\$250.00
New York	NY	10001	(718) 231-2312	\$100,000.00
Buffalo	NY	18267	(437) 621-8493	\$3,500.00
New York	NY	10005	(516) 606-6543	\$6,700.00
Albany	NY	12673	(342) 321-3432	\$560.00
Poughkeepsie	NY	10292	(748) 321-9643	\$450.00
Queens	NY	12091	(121) 231-4526	\$7,000.00
Seattle	WA	18372	(774) 893-4120	\$1,890.00
Stony Brook	NY	11790	(631) 321-3322	\$950.00
Smithtown	NY	11790	(968) 724-1332	\$280.00
Grand Rapids	MI	25153	(432) 871-0947	\$7,800.00
Akron	OH	23167	(290) 835-4654	\$10,400.00

Insurance Provider	Reason for Visit	Check-In Date	Check-Out Date
BlueCross	Herniated Disc	3/2/2020	
United Healthcare	Third Degree Burns	2/4/2020	
Medicaid	Ruptured Spleen	3/6/2020	
Aetna	Inflammed Larynx	2/14/2020	
Kaiser Permanente	Depression	2/18/2020	
BlueCross	Dislocated Shoulder	1/14/2020	
BlueCross	Sprained Wrist	3/1/2020	
Kaiser Permanente	Broken Ankle	2/22/2020	
Sharp	Facial Lacerations	1/22/2020	
Molina	Dislocated Finger	3/4/2020	
CaliforniaChoice	Herniated Disc	2/18/2020	
Cigna	Hyperextended Shoulder	2/23/2020	
BlueShield	Broken Jaw	1/3/2020	
United Healthcare	Broken Hand	3/15/2020	
Aetna	Torn Meniscus	2/18/2020	
EyeMed	Chronic Migraine	2/11/2020	
Humana	Torn ACL	1/7/2020	
Coventry	Pneumonia	12/10/2019	
Medicare	AIDS	11/13/2019	
Aetna	Broken Hip	1/6/2020	
Summit	Conjunctivitis	1/16/2020	
BlueShield	Hives	2/17/2020	
Freedom	Influenza	12/17/2019	
Sharp	Broken Tibia	2/11/2020	
Coventry	Anemia	3/9/2020	
Cigna	Head Lacerations	1/22/2020	
Molina	Dislocated Shoulder	2/25/2020	
AARP	Lymphocytosis	2/15/2020	
Kaiser Permanente	Broken Nose	1/1/2020	



Q&A

- What components are in the e-consent?
 - Patient name, type of test, date insertion, place to sign it or if another person/guardian signs it, etc.
- What kind of data collection is necessary?
 - How are consents processed
 - What do people do with consents
 - Are there different consent forms out there
 - Readability, format, layout, etc.
 - Any research on how the e-consent will make it easier for the hospital
- Are there regulations included in the e-consent?
 - Will need signatures section, time of consent, risk(s) of doing surgery
- What types of consent forms will be needed/created?
 - Will be posted on what kinds of consent forms to be made - making multiple types of consent forms (most likely 4 maximum)
- What is included in the recommendation section?
 - Better signature formats/methods, type of surgery, best ways to import patient info on the form
 - How the company can further improve the e-consent after the implementation of the project (ongoing processes)
- Will legal procedures and terms be included in the e-consent forms?
 - General template on legalities will be provided (only need to focus on improving the parts of the e-consent)
- What are some other components we should focus on?
 - Audit trailing, data safety (what are our safety protocols)
 - How to import patient data information (i.e. surgery, prescription, etc.) onto consent form
- How does the use of a database affect the e-consent forms? And what is to be expected from the databases?
 - Need to create fake patient information on database for demo
 - Must show how to make it secure to store patient information
 - Database: how the info filled out on the consent will be derived from
 - Ex: options on the drop down menu should be derived from the database
 - Multiple consent forms are connected to one database
- What kind of workflow will be needed for the e-consent forms?
 - How patients will maneuver step-by-step through the forms



Attendees: Carl Tondon, Jessica Cruz, Anthony Lin, Ethan Yee, Xiaowen Li

Name	Position	Signature
Carl Tondo	Project Manager	Present
Jessica Cruz	Timeline Manager	Present
Anthony Lin	Data Analysts	Present
Ethan Yee	Database Manager	Present
Xiawen Li	Presentation Manager	Present

Minutes

Agenda Items:

- Meeting group members and Assign roles
- Work on Logo
- Work on slogan
- Submit draft of Biographies
- Review binder and components
- Mission/Vision

Discussion:

Carl - Project Manager

- Logo
- Holding people accountable

Xiaowen - Spokesperson

- Powerpoint layouts
- Script making

Ethan - Design and Visio (Tech)

- Visio
- Design slides

Jess - Scribe and Timeline

- Timekeeping
- Minutes
- Attendance
- Bookkeeping

Anthony - Data Analyst



- Excel sheets organization
- Data engineering (cleaning and analyzing)
- Difference between mantra and slogan ?
 - Mantra is shorter than a slogan
 - it's the same thing, mantra is what you say all the time so if you make a slogan that's what you live by.
- **Slogan:** We bring fortune to your ideas...
 - **Slogan:** *your ideas turn into fortunes*
- Biographies need to be done by tomorrow **NOON**
- user interface should be added in vision
 - anyone of any age should be able to use and organized, sync, and to the point
- what are some company goals? Business profitability and customer services
 - To display the best possible customer service
- Mantra: “Optimized Data Solutions”

Notes and Responsibilities

Professor Indelicato Notes:

- Fix the logo
- Meeting the team looks very childish. Make it more professional.
- Mission is good, but vision needs more to it. It is where the company sees itself in the future.

Action Items	Person Responsible	Deadline
Biographies	Everyone	2/13 at noon
Binder	Jessica	2/19/20

Team Notes:

Next Meeting Time: February 19th, 2020 @4pm

Notes:



Attendees: Carl Tondon, Jessica Cruz, Anthony Lin, Ethan Yee, Xiaowen Li

Name	Position	Signature
Carl Tondo	Project Manager	Present
Jessica Cruz	Timeline Manager	Present
Anthony Lin	Data Analysts	Present
Ethan Yee	Database Manager	Present
Xiawen Li	Presentation Manager	Present

Minutes

Agenda Items: Assign new roles
Work on Logo
Updated Biographies
Index
Work on Vision

Discussion:

Carl - Project Manager

Xiaowen - Presentation Manager

Ethan - Database manager

Jess - Timeline Manager

Anthony - Data Manager

Notes and Responsibilities

Professor Indelicato Notes:

- Logo can be better, instead put O as a globe
- Need index

Action Items

Updated Logo

Fix binder

Person Responsible

Carl

Jessica

Deadline

2/27

2/27



Fortune Data Analytics Inc. Agenda

February 19thth, 2020
3:30PM- 4:20PM
HSC Library

Team Notes:

Next Meeting Time: February 27th

Notes:



Attendees: Carl Tondon, Jessica Cruz, Anthony Lin, Ethan Yee, Xiaowen Li

Name	Position	Signature
Carl Tondo	Project Manager	Present
Jessica Cruz	Timeline Manager	Present
Anthony Lin	Data Analysts	Present
Ethan Yee	Database Manager	Present
Xiawen Li	Presentation Manager	Present

Minutes

Agenda Items:

- Sign in sheet
- Assign people to Deliverables
- Review all of our Gathered Information
- Come up with list of Questions for Class
- Logo
- Visio
- Mission/Vision
- Assign a date for Profile pictures

Discussion:

Deliverables- Next meeting

Profile Pictures- will be taken March 25th at 3:30pm

Questions for Q&A Meeting: *Patient History on consent form?*

- Where do we find data sources?
How consent forms are implemented, How many institutions started to use e-consent form
- Are we doing a consent form for SBU
 - Yes; stony brook medicine
- What are the visios supposed to be on?
- How do I color code people on the legend?
- Why exactly do we need a database? How much fake data are we supposed to have?
- how do we keep it secure? (Not focused on quantity)
- What should the about us section include?



- Are we making an actual consent form?
- What specialty of a consent form do we need?
(Consent form example will be posted)
- Do we need to write actual legal things on the consent form? ***
(Legalities will be posted on template)
- Who is our target population for the consent form?
 - Everybody
- What are you looking for in our e consent form?
- How many consent forms are we making?
 - Multiple consent forms
- **What we can do:** We can do a consent form in a different language
- What does recommendations and Q&A mean?
Rec section - signature, type of surgery, patient demographics upload, best outlook/design
- **What we can do:** We can do a poster board

Notes and Responsibilities

Professor Indelicato Notes: *Audit - Trailing* *Make random patient data*

- He will post a consent form with test, history, demographics, electronic notifications of who needs to sign it.
- Data collection- how people do consents right now, are there different consents, repercussions of not doing proper consents.
- Regulations?
 - Department signature, time doing it, any risks
- Recommendation section
 - Signature, type of surgery? Importing patient demographics
- Take into account security --- audit trailing
- Patient information needs to be made up
- Stony Brook Medicine
- We are demoing the consent to him (import fake stuff to it)
 - Type of surgery, complications, name, date of birth
- Data collection
 - Any research on the readability
 - Whatever will make it better for sbu



- Database will include data from database
 - If Jane doe were the patient, 555 is the id number, fake procedures, etc
 - Please have a working model
- Word, access, website it's your choice
- Think of how we will keep data secure
- All years is our population
- Multiple consent forms not just one
 - One database that the consent forms derives from
- we creating a consent form for multiple departments
 - Cardio, surgery, peds, endoscopy,
 - Minimum of 4

Other questions:

- Spokesmen-- ppl who build powerpoint, how to speak, walk, talk, set up everything, sell shit, things go wrong during powerpoint---> they save the day
- Project Manager-- everything, the books people organized, shit gets done, don't get a big speaking part
- Timeline-- dark horses, how to do microsoft project, time frame, meeting notes, coordinates, drive the agenda, when the deliverables happen second and first level database, someone falls behind let the PM know
- Database manager-- building the database, no personality, make the database look cute
- Data Analysis-- Important role, set up charts, set up info to give to DM, give the presentation person stuff, collect data about consent forms, scare the shit out of people and let people know that if our consent form is not chosen the company will get sued.

Other questions:

- Powerpoint selling the people and the project
- Database sells the project
- Presentation is important because you're selling things

Other question:

- Keep things in the middle of your cover page
- No borders



Fortune Data Analytics Inc. Agenda

February 27th, 2020
3:30PM- 4:20PM
HSC Library

Action Item	Person Responsible	Deadline
Data Collection (SBU/Consent form/ malpractice/medical error)	Anthony	3/5
Add outline to logo	Carl	3/5
Q&A	Xiaowen	3/5
Database	Ethan	3/5
Timeline	Jessica	3/5
About us	Carl	3/5
Vision	Jessica	3/5

Team Notes:

Next Meeting Time: March 4th, 2020 @4:00pm

Notes:



Attendees: Carl Tondon, Jessica Cruz, Anthony Lin, Ethan Yee, Xiaowen Li

Name	Position	Signature
Carl Tondo	Project Manager	Present
Jessica Cruz	Timeline Manager	Present
Anthony Lin	Data Analysts	Present
Ethan Yee	Database Manager	Present
Xiawen Li	Presentation Manager	Present

Minutes

Agenda Items: fix Q&a
Mission/ vision
Check database
Check research

Discussion:

Notes and Responsibilities

Professor Indelicato Notes:

Action Items	Person Responsible	Deadline
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Team Notes:

Next Meeting Time: March 11th, 3-4 PM

Notes:



Attendees: Carl Tondon, Jessica Cruz, Anthony Lin, Ethan Yee, Xiaowen Li

Name	Position	Signature
Carl Tondo	Project Manager	Present
Jessica Cruz	Timeline Manager	Present
Anthony Lin	Data Analysts	Present
Ethan Yee	Database Manager	Present
Xiaowen Li	Presentation Manager	Present

Minutes

Agenda Items: Database system Needs to be made (Wait until next week for further instructions from Professor)
Timeline
Q&A is done
Articles for Data
Biographies need to be fix (color)

Discussion:

Anthony cleaned up the sources

Visio- how to use our app

How to install our app into IOS and Android

How to get from the parking lot to the Admissions desk

Questions to ask Professor:

Do we need the old copies as pdf

Will we still need to do pdf files of the articles



Notes and Responsibilities

Professor Indelicato Notes:

Action Items	Person Responsible	Deadline
Take professional pic and upload to BIO	Everyone	Thursday 4/9
Create electronic signature	Everyone	(TBD)
Update timeline	Jessica	Thursday 4/9
Index	Jessica	Thursday 4/9
Version #4 of Logo	Carl	Thursday 4/9
Publish every google doc into pdf	Xiaowen	Thursday 4/9
Put logo into all the google docs	Jessica	Thursday 4/9
About Company	Ethan	Thursday 4/9
Vision	Ethan/Anthony	Thursday 4/9

Team Notes:

Next Meeting: Saturday 4/11/2020 @3PM

Notes: