

Team Meeting

Week # 1

Date: 11/6/23

Time: 7:30 PM

Location: CKB Study Lounge

Meeting called by:	Saumya Dwivedi	Type of meeting:	Planning
Facilitator:	Meet Suhagiya	Note taker:	Jaysheel Patel
Timekeeper:	Dev Patel		
Attendees:	Meet Suhagiya, Dev Patel, Saumya Dwivedi, Jaysheel Patel		
Please read:	MediSys Corp.: The IntensCare Product Development Team		
Please bring:	Laptop		

Minutes

Week #1- Agenda item:	Case Study & Team Project Brainstorming	Presenter:	Saumya Dwivedi
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Date: 11/6/23

Discussion:

We discussed what defines a team, the pillars of a successful team, and what causes teams to fail. We also discussed shortcomings of the IntensCare team and its members. We will utilize these to write our case study analysis. After this, we brainstormed app ideas for our group project. Some ideas we came up with were a trading app that lets you tweet stock picks/pitches and a chat-based AI model that is fed the latest financial news to aid investors in making informed decisions.

Conclusions:

Each person will complete their respective part of the case study. We will continue to brainstorm and settle on an idea soon, so that we can begin in-depth research on strategy, innovation, and target market disruption as well as develop our presentation. For now, each team member will be tasked with researching one of the ideas we brainstormed, so we can make an educated decision on what to pursue.

Action items	Person responsible	Deadline
✓ Complete Case Study Analysis	All	11/6/23
✓ Research Assigned App Idea	All	11/13/23
✓ Finalize App Ideas & Begin In Depth Research	All	11/13/23

Other Information

Resources:

https://drive.google.com/file/d/1Wk-FOqyCxl_p717oOFNPwhNkKNNff6Vi/vi
ew

Special notes: N/A

Team Meeting

Week # 2

Date:

Time:

Location:

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

**Week #1-
Agenda item:** Enter agenda item here

Presenter: Enter presenter here

Date:

Discussion:

Conclusions:

Action items

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

Person responsible

Enter person responsible here

Enter person responsible here

Enter person responsible here

Deadline

Enter deadline here

Enter deadline here

Enter deadline here

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here

Team Meeting

Week # 3

Date:

Time:

Location:

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

**Week #1-
Agenda item:** Enter agenda item here

Presenter: Enter presenter here

Date:

Discussion:

Conclusions:

Action items

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

Person responsible

Enter person responsible here

Enter person responsible here

Enter person responsible here

Deadline

Enter deadline here

Enter deadline here

Enter deadline here

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.

Team Meeting

Week # 4

Date:

Time:

Location:

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

Week #1- Agenda item: Enter agenda item here

Presenter: Enter presenter here

Date:

Discussion:

Conclusions:

Action items

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

Person responsible

Enter person responsible here

Enter person responsible here

Enter person responsible here

Deadline

Enter deadline here

Enter deadline here

Enter deadline here

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here: