OpenVent.org Minutes

Meeting Information

Meeting Date/Time: 03/26/2020, 1500 UTC
Meeting Purpose: Discussion of project
Meeting Location: Remote
Note Taker: Noah

Attendees

People who attended:

- Noah Wood
- Joao Reis
- David Wilkinson
- Tancred Yip
- Henry Palolen
- Ivica Matic
- Sean Erickson
- Kirill
- Necronemesis

Agenda Items

ITEM	DESCRIPTION
Organizing Team	• Leads for project • Bringing In Experts • Using Trello
Future Meetings	• How to handle future meetings
Project MVP	• Minimum viable product and project requirements.
Project Design flow	• How we will be designing? (Top-down, bottom-up)

Discussion Items

ITEM	WHO	NOTES

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Leads For Projects	Tancred	• Identify team leads for major tasks. • Team leads don't need to be experts, but should be knowledgeable of the entire project. • Team leads should assist newcomers in getting started. • Team leads should be easily accessible for newcomers.
Bringing In Experts	David	• Ensure easy access to information about the project. • Embed trello link in site & slack.
Using Trello	Tancred	• Make daily tasks small enough in scope to easily be completed. • Assign people to tasks. • Planned tasks go in "to-do" • Urgent tasks should go in "current" • Tasks currently assigned should go in "Doing" • Completed Tasks should go in "Ready To Review" • Reviewed Tasks should go in "Done".
Future Meetings	Tancred	• Team leads should share an overview of their completed work and next tasks to complete.
Project MVP	Kirill & David	• Basic requirements exist, but not well organized. • Pulmonologist would be beneficial in finalizing.
Project Design Flow	Noah, Tancred, David	• System-wide overview as black-box is required • Break down each component into smaller functional overviews.

Action Items

DONE?	ITEM	RESPONSIBLE	DUE DATE
Yes	Embed Trello Link in Site/Slack	Tancred	02/26/2020
No	Add Agoria Tasks To Trello	Sean Erickson	02/27/2020
No	Find Pulmonologist	N/A	N/A
No	Create System-wide overview	N/A	N/A
No	Establish Team Leads	N/A	02/27/2020
No	Evaluate Hot-Wire Amenometer	David	N/A

Other Notes & Information

1. We need to establish points of contact for newcomers, essentially a streamlined onboarding to bring people up to speed on what needs to be worked on.
2. We need to bring in experts by better organizing the project.
3. All team leads need to move tasks from slack to trello board, discussion on slack is fine, but the tasks should be written down on trello as a quick reference on what needs to be done.

4. There are affordable "Hot Wire Amenometers" available commercially from Modern Device, need to be evaluated to determine suitability.
   https://moderndevice.com/product/wind-sensor/
5. Make sure tasks have small scope
6. Make sure things make sense, don't put the cart before the horse.