|  |  |  |
| --- | --- | --- |
| JustHealth- Meeting minutes | | |
| Date: | 15.12.14 | |
| Start Time: | 9.30am | |
| Location: | Library | |
| Members: | All present | |
| Agenda:   * Review work set from Friday * Plan for the week | | |
| Discussion:   * Ben- nothing complete, everything partly there * Rich- Add appointments complete * Steve- progress in the calendar * Charlotte- test cases and progress in appointments * Decided to review gantt chart, risks and issues all in our Thursday meeting before we break up for Christmas. | | |
| Actions:   * Tasks for todays session:   rich- edit medication  steve- appointments calendar  ben- work on weekend work  charlotte- work on weekend work- appointments | | |
| End Time: | | 10am |
| Next Meeting Date: | | 18.12.14 |
| Next Meeting Location: | | Library |
| Next Meeting Time: | | tbc |