Team Meeting
https://discord.gg/wuDSSmhS

Week # 1
Date: Wednesday 11/01/2023
Time:3:00PM
Location: Discord

Meeting called by:
Vanshika Agrawal

Type of meeting: Online meeting

Facilitator: Sebastian Alcock

Note taker: Ashley Moreiro

Timekeeper: Margaret Klejmont

Attendees:
Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,
Ashley Moreiro

Please read: Case Study: MediSys Corp

Please bring: Must be logged via laptop or desktop

Minutes

Week #1- Agenda item: Group Case Study

Presenter: Vanshika Agrawal

Date: 11/1/2023

Discussion: Discuss case study, Proofread work, discuss final presentation topic

Conclusions: Submitted Case Study via Canva

Action items	Person responsible	Deadline
✔ Read and discuss case study	All	11/5/2023
✔ Update Shared Document with discussion	All	11/6/2023
✔ Submit Case Study	All	11/6/2023

Other Information

Resources:

Case Study: MediSys Corp
https://drive.google.com/file/d/1Wk-FOqyCxl_p717oOFNPwhNkKNNff6Vi/view?usp=sharing

Special notes:

Next scheduled meeting: 4:00 PM Wednesday, November 8th, 2023
(canceled)

Team Meeting

Week # 2
Date: 11/07/23
Time: 4:30pm
Location: CKB 313

Meeting called by:	Mutual Agreement	**Type of meeting:** In-person	
Facilitator: Margaret Klejmont		**Note taker:** Sebastian Alcock / Ashley Moreiro	
Timekeeper: Vanshika Agrawal			

Attendees:
Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,
Ashley Moreiro

Please read: Find 2 Sources for next planned meeting
Please bring: Laptop

Minutes

Week #2- Agenda item:	Setting up Github and brief discussion on the presentation	**Presenter:**	Sebastian Alcock

Date: 11/07/23

Discussion: Assemble Github, Discuss Outline of Presentation
Made shareable links for research purposes
- Discussed various ways to approach topic
- Created powerpoint outline

Conclusions: Agreed on outline for presentation, planned next meeting date, plan to distribute roles next planned meeting date

Action items	Person responsible	Deadline
✔ Assemble and Update Github page	Sebastian Alcock	11/7/2023
✔ Discuss outline	All	11/7/2023
✔ Research Topic and share resources	All	11/15/23

Other Information
Resources:

GitHub: https://github.com/SebastianAlcock/YWCC307-001-Group4/tree/main#readme
Special notes:

Next scheduled meeting: 4:00 PM Wednesday, November 15th, 2023

Team Meeting

Week # 3
Date: 11/14/2023
Time: 4:30 PM
Location: Online

Meeting called by:	Sebastian Alcock	**Type of meeting:**	Online Meeting
Facilitator:	Vanshika Agrawal/ Sebastian Alcock	**Note taker:**	Sebastian Alcock
Timekeeper:	Margaret Klejmont		

Attendees:
Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,
Ashley Moreiro

Please read:	Read all sources brought by other members
Please bring:	Bring 2 Sources for research (independently)

Minutes

Week #3- Agenda item:	Open discussion on sources and thoughts on possible ways to divide up final presentation	**Presenter:**	Margaret Klejmont
Week #3- Agenda item:	Finalized outline	**Presenter:**	Sebastian Alcock

Date:

Discussion:

Divvying up the sections based on our preference and making decision on research methods

Divide the work and then do a group edit

Various ways to take the project, as the subject is broad

Finalized outline based on previous discussions and current research

Conclusions:

Distributed roles, divvied sections of presentation among group members, began research, will continue research into next week with specific sections.

Action items	Person responsible	Deadline
✔ Added sources onto source document	All	11/14/2023
✔ Began individuals respective roles in presentation segments	All	11/14/2023
✔ Continue research on specific segments	All	11/21/2023

Other Information

Resources:

📄 YWCC307-001 - Group 4 - Sources Document

Special notes:

Next scheduled meeting: 4:15 PM Tuesday, November 21st, 2023

Team Meeting

Week # 4
Date:
Time:
Location:

Meeting called by: **Type of meeting:**

Facilitator: **Note taker:**

Timekeeper:

Attendees:
Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,
Ashley Moreiro

Please read: Enter reading list here

Please bring: Enter items to bring
                          here

Minutes

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

Date:

Discussion:

Conclusions:

Action items	Person responsible	Deadline
✔ Enter action items here	Enter person responsible here	Enter deadline here
✔ Enter action items here	Enter person responsible here	Enter deadline here
✔ Enter action items here	Enter person responsible here	Enter deadline here

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here: