

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
Klejmunt

Attendees:

Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmunt,
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/vi
ew?usp=sharing](https://drive.google.com/file/d/1Wk-FOqyCxl_p717oOFNPwhNkKNNff6Vi/vi
ew?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-	Finalized outline	Presenter:	Sebastian Alcock
-----------------	-------------------	-------------------	------------------

Agenda item:

 YWCC307-001 - Grou...

Date:

Discussion:

Discussed various sources to lead to the topic of the presentation

Divided 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, divided sections of presentation among group members, began research, will continue research more topics needed to fill presentation time-requirements into next week meeting with specific sections and times.

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: 11/28/2023

Time: 4:10PM

Location: CKB 313

Meeting called by: Ashley Moreiro

Type of meeting: In-Person
Class Canceled; used
meeting room CKB313

Facilitator: Margaret Klejmont

Note taker: Sebastian Alcock

Timekeeper: Vanshika Agrawal

Attendees:

Ashley Moreiro
Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,

Please read: Other peers articles
linked in Week #3

Please bring: Laptops

Minutes

**Week #4-
Agenda item:** Discussion
Complete Outline
Assemble roles of speaking time and
building powerpoint presentation

Presenter: Sebastian Alcock

Date: 11/23/2024

Discussion: Presentation speaking roles and assigned slides

Conclusions: Slide Roles:
History/Background: Sebastian Alcock
Concerns: Vanshika Agrawal,
Possible Solutions Margaret Klejmont,
Conclusions: Ashley Moreiro

Action items

Person responsible

Deadline

✓ Complete Outline

Group Discussion

Today

✓ Assemble roles of speaking time and
building powerpoint presentation

Group Discussion

Today

✓ Start working on slides

Individually

December 2nd, 2023

Other Information

Resources:

📁 YWCC307-001 - Group 4 Presentation

Special notes:

Implement ideas and finish powerpoint by Saturday for group members to have a vision of the final presentation completed presenting.