

Team Meeting

<https://discord.gg/wuDSSmhS>

Week # 1

Date: Wednesday 11/1/2023

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

Team Meeting

Week # 2

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-
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:

Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,
Ashley Moreiro

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:

Vanshika Agrawal,
Sebastian Alcock,
Margaret Klejmont,
Ashley Moreira

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: