

NHS & IBM - What's the plan: Meeting Minutes 3

Byoung Hun Min, Shivam Shah, Eduard Ursinschi

Meeting Date: 14th October 2016

Meeting Start Time: 3.00pm

Meeting Participants:

Shivam Shah

Brian Min

Eduard Ursinschi

Topics:

- Assigned specific team roles to each team member:
 - Brian to be Team Leader, Client Liaison, and Technical Lead.
 - Shivam to be Deputy Team Leader and Chief Editor.
 - Eduard to be Chief Researcher and Technical Lead.
- Assigned research roles to each team member:
 - Brian to research into backend technologies.
 - Eduard to research into frontend technologies.
 - Shivam to research into existing or similar solutions to project problem.
- Scheduled another conference call with client Paul Fleming on the 20th of October to start gathering requirements in MoSCoW format.

Actions:

Action Items	Deadline	Status
Create list of questions to ask client to aid in requirements gathering.	20 th October 2016	In Progress
Continue research in assigned areas and present findings in future team meeting.	20 th October 2016	In Progress

Meeting End Time: 4.00pm