

# NHS & IBM - What's the plan: Meeting Minutes 1

Byoung Hun Min, Shivam Shah, Eduard Ursinschi

**Meeting Date:** 4<sup>th</sup> October 2016

**Meeting Start Time:** 4.30pm

## Meeting Participants:

Shivam Shah

Brian Min

Eduard Ursinschi

## Topics:

- Setting up and utilising communication platforms for the project such as a Facebook, WhatsApp or Slack.
- Discussed each team member's skills and capabilities, and experiences in past projects.
- Making first contact with our client Alan Fish.

## Actions:

Action Items	Deadline	Status
Set up communication platform on WhatsApp and Facebook.	4 <sup>th</sup> October 2016	Complete
Emailing NHS client Alan Fish.	5 <sup>th</sup> October 2016	In Progress

**Meeting End Time:** 5.15pm