# Meeting Minutes

| **Meeting/Project Name:** | Saint Albert Hospital | | |
| --- | --- | --- | --- |
| **Date of Meeting:** | 20/10/2021 | **Time Duration:** | 15 Minutes |
| **Minutes Prepared By:** | N/A | **Location:** | Online |

|  |
| --- |
| 1. Meeting Objective(s) |
| System usecase narrative  Sequence Diagram |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting | | | |
| **Name** | **Time of Arrival** | **E-mail** | **Phone** |
| Lei Song | 16:00 |  | 7277 |
|  |  |  |  |

|  |  |
| --- | --- |
| 3. Agendas and Notes, Decisions, Issues | |
| **Topic** | **Discussion** |
| System usecase narrative | Confirm Simon for few things |
| Sequence Diagram | Good job |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| 3. Action Items | | |
| **Topic** | **Member(s)** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | See schedule | **Time:** | See schedule | **Location:** | Online |
| Objective: | Complete analysis material  Start design material | | | | | |