**Group Name: TriageTag Team**

**Date of Meeting: 10/25/16**

**Location of Meeting: Student Success Center Room 014**

**Start and End Times: 8:00am – 9:20am**

**Members Attending: Troy Caplinger, Vincent Haenni, Anythony Inman**

**Members Not Attending: Jonathan Carpenter**

**Guests Attending: None**

**Review of Current and Pending Milestones**

Discussion of ordering parts through Kayleigh and about acquiring a computer that meets baseline specifications.

**Summary of Progress on Action Items Due At This Meeting (Member Reports)**

Due today:

Anthony:

* Prototype user interface screen

Vince:

* Add cost sheet to CDR
* Bill of sale

Jonathan:

* Prototype user interface screen

Troy:

* Add HIPAA disclaimer to CDR
* Resubmit CDR

Verdict on personal reports:

* All personal reports deemed suitable by group.

**Discussion of Current Group Status WRT Current and Pending Milestones**

Current Milestones

* Examine and discuss each team member’s deliverables
* Creation of local and master databases
* Order parts (phone, NFC tags, computer)

**Decisions with Respect to LONG TERM WHOLE GROUP GOALS.**

No new decisions were made with respect to long term whole group goals.

**Discussion of Action Items and Action Item Assignment for Next Meeting**

Anthony:

* Creation of SQL Lite database
* Continue prototyping interface

Vince:

* Order phone and NFC tags and through Kayleigh
* Inquire Kayleigh about acquiring a university computer that meets baseline specifications

Jonathan:

* Continue prototyping user interface

Troy:

* Contact NFC tag vendors