

BGW Analysts Meeting Minutes

Meeting Date and Time: September 18th, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

This was the initial meeting where the group came together and assigned roles and responsibilities. Ideas were generated to determine what two ideas that the project may be done on. A slideshow was created to show the ideas that were determined.

Action Items:

- **Clients (Eleonora and Jerry):** Create the slideshow presentation.
- **Everyone:** review the presentation slides and prepare for the presentation.

Agenda:

1. Meet and assign roles and responsibilities.
 - a. Clients were assigned to be Eleonora and Jerry.
 - b. Analysts were assigned to be Amelie, Kacey, Sherry, Rick.
2. Generate Ideas for Presentation
 - a. Two ideas were generated and reviewed by the group.
3. Create the Presentation Slides
 - a. The clients created the presentation slides and reviewed the slides in preparation for the presentation.

Meeting Adjourned: 4:00 pm

Next meeting: September 27th, 2023 @ 2:30 pm

BGW Analysts Meeting Minutes

Meeting Date and Time: September 27^h, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

The analysts and clients met to review the Request for Proposal. The objective of this meeting was to connect the analysts and clients to review that the Request for Proposal between and determine if BGW was the correct vendor to create the remote patient monitoring device and interface.

Action Items:

- **Clients:** Meet with potential vendors for the project.
- **Analysts:** Try to meet the requirements from the RFP and propose a solution.

Agenda:

1. Clarify RFP requirements:
 - a. Interview the clients about the RFP, use this time to clarify and seek more information about what the potential clients want from the product and team.
2. Assign roles for addressing tasks in the RFP:
 - a. Analysts will prepare to address the RFP and propose their solution.

Meeting Adjourned: 4:00 pm

Next meeting: October 4th, 2023 @ 2:30 pm

BGW Analysts Meeting Minutes

Meeting Date and Time: October 4th, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

This meeting was conducted to ensure that the project charter was completed. The project charter aims to outline the project details since BGW Analysts have been chosen to be the vendor for this project.

Action Items:

- **Analysts:** Create the charter
- **Clients:** Continue meeting with the analysts to receive up to date information about the project status.

Agenda:

1. Charter Creation:
 - a. Assign roles and responsibilities to members of the analyst team to begin to the project.
 - b. Outline the basics and create the overview for the project.
2. Updates clients and stakeholders about the project.
 - a. Ensure that both parties and upper management is aware and supportive of the project.

Meeting Adjourned: 3:30 pm

Next meeting: October 17th, 2023 @ 2:30 pm

BGW Analysts Meeting Minutes

Meeting Date and Time: October 17th, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

The project is underway, this stage is about determining requirements and the creation of user stories. The analyst team has continually met the clients to discuss the project status and determine requirements. Business rules, user requirements, business requirements, functional and non-functional requirements were established. Additionally, use cases were also developed through client and vendor collaboration.

Action Items:

- **Analysts:** collaborate with clients to create a joint document that outlines the requirements, business rules, and potential use cases.
- **Clients:** collaborate with analysts to create a joint document that outlines the requirements, business rules, and potential use cases.

Agenda:

1. Collaborate and meet with clients and stakeholders.
 - a. Connect with all involved parties to ensure that engagement continues.
2. Create the join requirements document.
 - a. Collaborate with both parties to ensure that accurate information is conveyed and create the joint document for the requirements and use cases.

Meeting Adjourned: 3:20 pm

Next meeting: October 25th, 2023 @ 2:30 pm

BGW Analysts Meeting Minutes

Meeting Date and Time: October 25th, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

This meeting was to review the data modelling diagrams. The analysts decided on the creation of a use case diagram to represent the data flow for the system. Finally, the diagram was passed to the clients to receive approval or corrections.

Action Items:

- **Analysts:** decide a diagram type and begin the creation.
- **Clients:** provide feedback on the diagram by the next meeting

Agenda:

1. Decide on a diagram type.
 - a. Use case diagram was determined to be the best suited.
2. Begin the creation of the diagram:
 - a. Choose a tool (Lucid Chart) and begin creation.
3. Give the diagram to the clients to receive approval of the diagram.

Meeting Adjourned: 3:00 pm

Next meeting: November 1st, 2023 @ 2:30 pm

BGW Analysts Meeting Minutes

Meeting Date and Time: November 1st, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

This meeting was conducted to review the use case diagram after receiving feedback from the clients. The use case diagram that was created depict how data flows within the system and impacts the users.

Action Items:

- **Analysts:** Finalize details that surround the data process modelling

Agenda:

1. Review the use case diagram with clients.
 - a. The diagram with revisions were brought to the clients for last comments.
 - b. There were no changes necessary so the design for the diagrams was completed.
 - c. Complete the diagram and add to official project documents.

Meeting Adjourned: 3:14 pm

Next meeting: November 8th, 2023 @ 2:30 pm

BGW Analysts Meeting Minutes

Meeting Date and Time: November 8th, 2023 @ 2:30pm

Members Present: Eleonora, Kacey, Amelie, Sherry, Rick, and Jerry

Overview:

During this meeting, the project analysts discussed how they worked to create a prototype and showed clients the user interface of the product.

Action Items:

- **Analysts:** Present the demo of the product to clients

Agenda:

1. Meet with clients to introduce the product.
 - a. There is a brief explanation and pitch to the clients about the product.
2. Continue the meeting by conducting a demo of the prototype.
 - a. The prototype was shown to clients to display the new interface design and overall remote monitoring devices.
 - b. Analysts gather feedback from client.

Meeting Adjourned: 3:00 pm

Next meeting: November 22nd, 2023 @ 2:30 pm