| Team Meeting | Date: 9/29/2023Time: 2:30-3:50Location: Classroom |
| --- | --- |

| Meeting called by: | Everybody | Type of meeting: | Instructor Absent Meeting |
| --- | --- | --- | --- |
| Facilitator: | Team members | Note taker: | Everybody |
| Timekeeper: | Jimitkumar Patel |  |  |

| Attendees: | Jimitkumar Patel, Krishang Patel, Sandeep Singh |
| --- | --- |
| Please read: | Nothing yet |
| Please bring: | Laptops |

# Minutes

| Agenda item: | Topic Selection | Presenter: | N/A |
| --- | --- | --- | --- |

#### Discussion:

Discuss which topic to select and begin working towards research.

#### Conclusions:

By the end of the meeting, we were able to agree on a topic and begin working towards research on the topic.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Select a Topic | Everyone | End of meeting |
| * Research topics available | Everyone | End of meeting |
| * Create shared resources needed for the project | Everyone | End of meeting |

| Agenda item: | Research Topic | Presenter: | Everyone |
| --- | --- | --- | --- |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research what a SAAS application | Krishang Patel | By next meeting |
| * Study about the needs for the app | Jimitkumar Patel | By next meeting |
| * Create a powerpoint layout suitable for the topic | Sandeep Singh | By next meeting |

| Agenda item: | Define the Target Audience | Presenter: | Everyone |
| --- | --- | --- | --- |

#### Discussion:

Who will have access and make use of the application?

#### Conclusions:

Our target audience consists of healthcare professionals within the North Carolina Department of Health and Human Services, including doctors, nurses, administrators, and support staff.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Market Research | Krishang Patel | By next meeting |
| * Customer Surveys and Feedback | Jimitkumar Patel | By next meeting |
| * Competitor Analysis | Sandeep Singh | By next meeting |

# Other Information

#### Observers:

n/a

#### Resources:

Shared space to allocate research and notes

#### Special notes:

n/a