# **MEETING AGENDA**

| **Project Name:** | medipath | **Group Number**: | 2 |
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| **Date of Meeting:** (DD/MM/YYYY) | February 7, 2018 | **Time:** | 4:30 |
| **Meeting Facilitator:** | Eoin Lynagh | **Location:** | Pink’s |

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| 1. Meeting Objective |
| Complete Milestone 1, assigned roles in google doc, wrote objectives and soldified medipath idea. |

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| 2. Attendees | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
| Eoin Lynagh | 400067675 |  |
| Alex Kingsland |  |  |
| Artemiy Kokhanov |  |  |
| Moziah San Vicente |  |  |
| Graeme Woods |  |  |

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| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
| N/A |  |
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| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
| Nothing yet | |  |  |
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| 5. What you about to change from the way another team is doing? (Complete it if you have met another team today) | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
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# **MEETING MINUTES**

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| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
| Selected Idea, Selected Name, Discussed feasibilty. | | | | | | All | | 4:30 – 4:40 |
| Discussed challenges, Discussed possible solutions. | | | | | | All | | 4:40 – 4:50 |
| Discussed/Completed Obective 1, assigned roles in google doc, discussed details of medipath. | | | | | | All | | 4:50 – 5:20 |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| Set-up Github | | | | | | Moziah | |  |
| Create Google Drive docs | | | | | | Graeme | |  |
| Finish Meeting Minutes and Log | | | | | | Eoin | |  |
|  | | | | | |  | |  |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| Objective: |  | | | | | | | |