

DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

Agenda and Minutes-Meeting 6 2021-03-11

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Meeting Purpose	Update and work report
Meeting Objective	Check progress
Date/Time	Thursday March 11, 2021 9:00 P.M. – 10P .M.
Location & Contact Info.	Discord
Leader	Jiovany Reyes
Facilitator	Nicholas Burns
Scribe	The scribe records the activity of the meeting as accurately and efficiently as possible.
Other Information	Review before starting program

P: Enter an X in this column, if the individual is present. **Name:** Enter the name of the participant

Miss So Far: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

Attendees	P	Missed So Far	Name	P	Missed So Far	Name	P	Missed So Far	Name
	X	1/6	Nicholas Burns	X	0	Jiovany Reyes		0	
	X	1/6	Michael Galicia	X	0	Ethan Tinsley		0	

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	10 min.	Review and update agenda	On track	Facilitator
2.	10 min.	Review previous action items	Schedule updated, could use more work	Facilitator
3.	20 min.	Creating Order, Patient, User classes	Joint coding to make sure we are all on the same page	All
4.	15 min.	Discuss concerns, structure	Continue as stated, make changes as needed	Michael, Jiovanny
5.	3 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time	Monday, March 15th 10a.m.	All
7.	1 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

Decisions Reached

Decision	Date
Use created classes as starting point to build our assigned sections	3/11/21
Keep in touch on discord for any issues	3/11/21

Action Items

AI #	Description	Assigned to	Due Date	Status
001	Begin code in earnest	Everyone	3/11/21	Ongoing
002	Report progress	Everyone	3/11/21	