

# DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

## Agenda and Minutes-Meeting 8 2021-03-31

Version: Refer to the version in the file name

<b>Meeting Purpose</b>	Progress update and presentation prep
<b>Meeting Objective</b>	Identify problems and discuss further work
<b>Date/Time</b>	Wednesday March 31, 2021 10:00 A.M. – 10:45A .M.
<b>Location &amp; Contact Info.</b>	Discord
<b>Leader</b>	Jiovany Reyes
<b>Facilitator</b>	Nicholas Burns
<b>Scribe</b>	The scribe records the activity of the meeting as accurately and efficiently as possible.
<b>Other Information</b>	Determine where we are in relation to project end

**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	1/8	Nicholas Burns	X	0	Jiovany Reyes		0	
	X	1/8	Michael Galicia	X	0	Ethan Tinsley		0	

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	10 min.	Review and update agenda	Need to cut features, email and notifications	Facilitator
2.	5 min.	Review previous action items	GUI is good, need to move to database	Facilitator
3.	10 min.	Database	ERD created and structure decided	Ethan
4.	10 min.	Code issues and presentation	Need radiologist finished, presentation is being developed	Michael, Jiovanny
5.	3 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time	TBD	All
7.	1 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

## Decisions Reached

Decision	Date
Ethan is handling database	3/31/21
Everyone will work on remaining code and documents as needed	3/31/21

## Action Items

AI #	Description	Assigned to	Due Date	Status
001	Finishing code	Everyone	4/13/21	Ongoing
002	Implement database	Ethan	4/13/21	