

# DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

## Agenda and Minutes-Meeting 3 2021-03-01

Version: Refer to the version in the file name

<b>Meeting Purpose</b>	Planning Implementation
<b>Meeting Objective</b>	Determine first steps to code development
<b>Date/Time</b>	Tuesday March 9, 2021 3:00 P.M. – 3:20P.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>	Discuss structure of program, logic flow

**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	1/5	Nicholas Burns	X	0	Jiovany Reyes		0	
	X	1/5	Michael Galicia	X	0	Ethan Tinsley		0	

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	5 min.	Review and update agenda	Schedule update needed	Facilitator
2.	1 min.	Review previous action items	Diagrams finished,	Facilitator
3.	5 min.	Program Structure	Work on code one User type at a time, Referral Dr first	All
4.	5 min.	Starting point	Joint code session to develop Order object during next meeting	
5.	2 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time	Thursday 3/11 9P.M. Discord	All
7.	1 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

## Decisions Reached

Decision	Date
First session of coding will be done jointly	3/11/21
We will develop core of the program alongside UI, database will come later	3/9/21

## Action Items

AI #	Description	Assigned to	Due Date	Status
001	Finish schedule	Ethan	03/9/2021	Ongoing
002	Study diagrams and freshen up on code before first session	All	3/11/21	Ongoing