Agenda and Minutes-Meeting 1-2011-09-06

Version: 1.0

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| --- | --- |
| **Meeting Purpose** | To touch bases and have the first meeting and establish some requirements for the ICD9 - ICD10 System |
| **Meeting Objective** | Get to know the members, and establish the problem and make requirements that satisfy the problem. |
| **Date/Time** | Tuesday September 6,2011 3:30-4:15 |
| **Location & Contact Info.** | SPSU Student Center |
| **Leader** | Francis Mikel |
| **Facilitator** | Dong Ren |
| **Scribe** | Stephen Moser |
| **Other Information** | Everyone was to look up information on the ICD9 to ICD10 conversions |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Attendees** | x | **Name**  Enter x in 1st column if present | **Total Sessions Present so Far** |  | x | **Name**  Enter x in 1st column if present | **Total Sessions Present so Far** |
| x | Francis Mikel | 1 |  | x | Stephen Moser | 1 |
| x | Dong Ren | 1 |  | x | Bowen Dong | 1 |
| x | Xinxiong Kong | 1 |  |  |  |  |
|  |  |  |  |  |  |  |

| **Agenda & Minutes Discussions** | | | | |
| --- | --- | --- | --- | --- |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
|  | 5 min. | Make first agenda |  | Facilitator |
|  | 10min. | Discuss the problem |  | Facilitator |
|  | 15min. | Come up with Requirements | Used note cards to list requirements | All |
|  | 5 min. | Go over the requirements | Read the note cards and decided if the requirement stays or dies | All |
|  | 5 min. | Review this meeting’s action items | Post agenda and note cards | Scribe |
|  | 2 min. | Next meeting date and time | Thursday September 8, 2011 720-815pm J building | All |
|  | 2 min. | Meeting evaluation |  | All |
|  | - | Adjourn |  | Leader |

# Action Items

| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| 001 | Post Agenda | Francis Mikel | 09/08/2011 | complete |
| 002 | Scan note cards | Francis Mikel | 09/08/2011 | complete |