**Meeting Summary 3/1**

1. **Discussion Agenda**
2. Review Stakeholders Analysis
3. Review Root Cause Analysis
4. Review Questionnaires List for Clinics
5. Sign-off
6. **Meeting Notes**
7. **MAVDEV Deliverables**

* The finalized version of the following documents will be sent out by tonight (Tuesday, 3/1) @8PM:

1. Stakeholder Analysis
2. Root Cause Analysis
3. As-Is Business Model
4. As-Is Architecture Model
5. Clinics Interview Questions List
6. Clinics Questions Survey

* The email title will be: MAVDEV Deliverables (as of 3/1)

1. **Next Meetings**

* Our team are going to discuss the best time for an in-person meeting next week

1. **Pending: Clinics to Interview**

* Kindly let us know the best time when we should contact the clinics for interviews

1. **Revised Zoom Meeting Invitation**

* Our new meeting recurrence time will be

+ Tuesday @9:30 – 10:30 AM

<https://utexas.zoom.us/j/94543639772?pwd=dm4xSFdlTUZUdmV2dVlFeGk3ZlRZdz09>

+ Friday @2:00 – 3:00 PM

<https://utexas.zoom.us/j/99685888726?pwd=ODFOTUVXNkxvcEFTYWdPMm9YZWFGQT09>

* Another Zoom Invitation for Friday’s recurring meeting has been sent out. The meeting on Tuesday will be still in the same Zoom room.

1. **Project Tracking**

* Project Tracking (For Meetings and Development)

<https://trello.com/b/r8DXAHG0>

* For Charter Deliverables

<https://trello.com/b/sucG4Wpv>

1. **Next Meeting**

* Time: Friday, 3/4 @2PM
* Location: Zoom
* Meeting Agenda and Zoom Invitation will be sent out on Wednesday (03/02)