

MEETING REPORT

Team Name: CareCrafters

Date of Meeting: 13/03/2024

Start Time: 10:40

End Time: 11:30

Meeting Location: Library EPOKA

Moderator: Estela Mele

Recorder: Klajdi Qordja

Other Members Present: Arla Zeqaj, Deni Frasheri, Enkel Shehdula, Erdi Koni, Fatjon Dahri

Members Absent: None

Topics Discussed:

- The user requirements needed to include in the system
- Assigning tasks among members
- The tools that are going to be used for better collaboration

Decisions Made:

- Assigned corresponding user requirements for each member
- Decided next week's agenda and meeting time
- Created a git repository to track weekly progress and collaborate with the team
- Set up a shared Google Docs document and Canva presentation for everyone to work simultaneously
- Decided on a team and project name

Tasks Assigned:

Arla - Administrators user requirements

Deni - IT Department user requirements

Enkel - Pharmacists and Laboratories user requirements

Erdi - Healthcare Providers user requirement

Estela - Insurance Providers user requirement

Klajdi - Patient user requirement

Fatjon - Patients' Families and Caregivers user requirements

Time, Place, and Agenda for Next Meeting:

—20/03/2024, 10:40 at Epoka's Library

—Make adaptations to the previous work according to the suggestions received

—Divide tasks for the next week's assignment