

# MEETING MINUTES

## No 04

**Title:** Meeting Minutes of 10/04/2025

**Group No.:** 12

**Date:** 10/04/2025

**Time Start:** 14:00

**Time End:** 16:00

**Location:** ESI SBA - Amphi D

**Supervisors:**

- Mr.Sidi Mohammed BENSLIMANE
- Mr Mohammed BEDJAOUI
- Mme Nesrine LEHIRECHE

**Present Members:**

- Mostefaoui Manel
- Boudelia Dhikra
- Haouari Mohamed
- Benikhlef Housseem Eddine

**Absent Members:**

Guerfi Ahmed YACINE

### Agenda

1. Sprint 2 Review
2. Discussion on Sprint 3 Planning
3. Task Distribution for Sprint 3
4. Next Meeting Scheduling

### Meeting Proceedings

**Point 1: Sprint 2 Review**

- Discussion: Review of Sprint 2 focused on the Patient Medical Records Management
- Decision: Sprint 2 objectives achieved with deliverables validated

**Point 2: Discussion on Sprint 3 Planning**

- Discussion: Introduction and planning for Sprint 3 focused on Management of Medical Examinations
- Decision: Objectives for Sprint 3 defined and agreed upon

**Point 3: Actions to be Taken**

- Discussion: Assignment of tasks and deadlines for Sprint 3
- Decision: Clear task allocation with expected milestones set

**Meeting Reporter:** HAOUARI Mohamed

**Date:** 11/04/2025

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### Conclusion

- **Summary of Key Decisions:**
  - o Sprint 2 completed and validated
  - o Sprint 3 initiated with focus on medical examinations management
  - o Tasks distributed and deadlines agreed
- **Next Meeting Date:** 29/04/2025