MEETING REPORT

Team Name: <u>HOSPITAL MANAGEMENT SYSTEM</u>   **Date of Meeting: <u>9/03/2025</u>**

Start Time: <u>3:31</u>   **End Time: <u>7:30</u>**   **Meeting Location: <u>TIRANE</u> Moderator:**

<u>SHPETIM SHABANAJ</u>   **Recorder: -**   **Other Members Present: <u>ALL MEMBERS</u>**

Members Absent: -

Topics Discussed:

- **General discussion about the product**
- **Defining goals**
- **Defining stakeholders**
- **Defining actors**
- **Defining functional requirements**
- **Defining non-functional requirements**

Decisions Made:

- **Firstly we brainstormed general ideas for the product that is being designed**
- **Selected stakeholders & end users**
- **From the brainstorming process we selected 31 functional requirements and 34 non-functional requirements**

Tasks Assigned:

- **For this stage we collaborated with each other using brainstorming technique**
- **In the next week we will divide requirements to each team member and they will be responsible for designing and developing them further**

Time, Place, and Agenda for Next Meeting:

- **Epoka University, 12/03/2025**
- **We will divide tasks to each team member for the next stage**
- **The following day we will start designing each requirement**