MEETING REPORT

Team Name: Electronic Health Record System

Date of Meeting: 3/5/2025

Start Time: 14:00   **End Time:** 16:00

Meeting Location: WhatsApp Video Call

Moderator: Belina Durmishi

Recorder: Belina Durmishi

Other Members Present: Antea Koxherri, Elisona Doku, Elkier Ago, Evelina Gace, Flavia Koco

Members Absent: N/A

Topics Discussed:

- Brainstormed and shared ideas on potential project topics, ultimately deciding on the best one for our objectives.
- Engaged in a detailed debate about the merits of the chosen topic, concluding why it was superior compared to other options.
- Discussed the selection of the project leader and the criteria for this choice.
- Defined the key actors involved in the project and explored how these actors would interact within the system.
- Discussed the different types of requirements necessary for the project, including how to categorize and address them.

Decisions Made:

- Finalization of the project concept, including a detailed discussion on what the Electronic Healthcare System aims to achieve.
- Agreement on the primary actors involved in the system: Patients, Doctors, Pharmacy Staff, Laboratory Technicians, and Administrators, and their specific interactions within the system.
- Division of work among team members and the selection of Belina Durmishi as the team leader.
- Decision to revise the previous draft to include emergency services, enhancing the system's comprehensive care capabilities.

- Establishment and agreement on the project requirements, with thorough gathering and verification of these requirements to ensure there are no contradictions and that they are complete.

Tasks Assigned:

- The requirements have been divided into user requirements and system requirements, with system requirements further divided into functional and non-functional categories.
- User Requirements Gathering: Assigned to Antea, Elkier, and Flavia. These members are tasked with identifying, compiling, and documenting all user-related requirements.
- System Requirements Gathering (Functional and Non-Functional): Assigned to Belina, Elisona, and Evelina. These members are responsible for detailing the system's functional and non-functional requirements.
- Specific roles for each member in these groups will be determined and assigned in the next phase of the project.

Time, Place, and Agenda for Next Meeting:

12/05/2025

Location: WhatsApp Video Call

Agenda: Brainstorm and discuss potential new actors that could be added to the system to enhance its functionality, improve patient care, or streamline operations discussing how to integrate them.