

MEETING REPORT

Team Name: Electronic Health Record System

Date of Meeting: 30/03/2025

Start Time: 16:00 **End Time:** 17:00

Meeting Location: WhatsApp Video Call

Moderator: Belina Durmishi

Recorder: Belina Durmishi

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

Members Absent: N/A

Topics Discussed:

- Division of Work
- Tooling Agreement

Decisions Made:

- The team finalized role-based assignments for activity diagram development, ensuring comprehensive coverage of all system actors.
- After evaluating options, the team formally adopted DrawIO as the primary diagramming tool.

Tasks Assigned:

1. Role Assignments:

- Antea: Doctor + Organ Coordinator activity diagrams.
- Belina: Nutritionist activity diagrams.
- Elisona & Liza: Patient activity diagrams.
- Elkier: IT Support activity diagrams.
- Evelina: Emergency Services activity diagrams.
- Flavia: Pharmacy + Lab Staff activity diagrams.

Time and Place for Next Meeting:

06/04/2025

Location: WhatsApp Video Call