MEETING REPORT

Team Name: Electronic Health Record System

Date of Meeting: 3/12/2025

Start Time: 17:00   **End Time:** 20:00

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:

1.Integration of New Actors into the ERHS:

Detailed discussion on the roles and system interactions of new actors such as the Finance Office, Emergency Services, IT Support, Procurement Office, Organ Donor Coordinator, Mental Health Counselor, Nutritionist, Health Insurance Companies, Human Resource Office, Nurses.

Evaluation of how these actors will enhance system functionality and user experience.

2. **System Requirements Specification:**

Review of the draft Requirements Specification document, focusing on the inclusion of functional and non-functional requirements for new actors.

Decisions Made:

1.Approval of New Actors:

The team agreed to integrate the new actors into the ERHS due to their critical roles in enhancing system efficiency and security.

2.Requirements Specification:

Approved the inclusion of specific non-functional requirements such as enhanced security protocols and system scalability to support the integration of new actors.

Tasks Assigned:

Belina (Team Leader)-

- Task Assignment: Assigned tasks to team members.
- Review of Requirements: Reviewed all gathered requirements to ensure they are clear, consistent, and free of contradictions. Made necessary adjustments to align with the overall vision of the system.
- System Vision: Ensured that all requirements reflect the team's vision for the system to function correctly and meet the needs of all stakeholders.
- Completion of Requirements Document: Finalized the Requirements Document as per the provided template, ensuring all sections (e.g., Functional Requirements, Non-Functional Requirements, User Characteristics, Assumptions, Constraints, and Dependencies) are complete and well-organized.

Antea:

- Organ Donor Coordinator: Gather requirements for managing organ donation processes, including donor and recipient coordination, tracking donor statuses, and integrating with organ donation networks.
- Finance Office: Gather requirements for managing patient billing, processing payments, and generating financial reports. Ensure integration with internal billing systems.

Elisona:

- Procurement Office: Gather requirements for managing the purchase of medical equipment, supplies, and services. Focus on tools for creating purchase orders, tracking inventory, and managing supplier contracts.
- Health Insurance Companies: Gather requirements for processing insurance claims, verifying coverage, and generating reports. Ensure integration with external insurance systems.

Elkier:

- IT Support: Gather requirements for system maintenance, monitoring, and troubleshooting. Focus on tools for system performance tracking, applying updates, and resolving technical issues.

- Human Resource Office: Gather requirements for managing employee records, scheduling training, and handling payroll. Ensure integration with internal HR systems.

Evelina:

- Emergency Services: Gather requirements for real-time access to critical patient information during emergencies. Focus on tools for updating patient status and ensuring prioritized access.
- Mental Health Counselor: Gather requirements for conducting virtual therapy sessions, tracking patient mood logs, and providing feedback. Ensure integration with patient health records.

Flavia:

- Nurses: Gather requirements for updating patient records, managing care tasks, and tracking patient vitals. Focus on tools for efficient patient care coordination.
- Nutritionist: Gather requirements for creating and updating personalized diet plans, tracking patient adherence, and monitoring progress. Ensure integration with patient health records.

Time, Place, and Agenda for Next Meeting:

12/05/2025

Location: Epoka University Campus

Agenda: Modeling of the requirements assignment of specific tasks to team members.