**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.