**MINUTES OF THE MEETING**

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| **Meeting** | **Gather information for selecting and implementing a new software system.** |
| **Project Title** |  |
| **Members present during the meeting** | **Xeon Bron**  **John Eliezer Cruz** |
| **Date and time of the meeting** | **December 18,2023**  **1:30 pm – 2:00 pm** |

The meeting commenced with a warm welcome and a clear agenda: to gather information for selecting and implementing a new software system. The participants provided a thorough overview of the company, delving into its mission, vision, and detailed information about the products and services offered. The existing software systems and operational processes were identified, with a focus on discussing the management and optimization of business processes and addressing any challenges with the current systems. The meeting then shifted to the key aspects of the new software, including its primary objectives and desired features, emphasizing industry-specific requirements. User requirements were also highlighted, including the identification of primary user roles within the organization and their corresponding access levels. User experience expectations and considerations for the software system's interface design were outlined. Lastly, the discussion extended to data management, covering the types of data to be handled by the new system and detailing current data collection, storage, and processing methods within the organization.

After the meeting, there was a discussion about the next steps, which included gathering material for deeper analysis and setting up follow-up meetings to get further clarifications about low fidelity prototype.