# Step 1: Form Teams

Project Theme: Patient Management System

Group Members: Juela Kadriu, Klevis Kadriu

Team Captain: Juela Kadriu

**First meeting**

**Topics discussed:**

* Exchange contact information (email and phone).
* Determine regular meeting time for the group. (**every Saturday**)
* Use email and instant messaging for communication.
* All members must check messages at least once per day.
* Discuss and refine the Patient Management System project idea.
* Team Captain Duties: - Submit reports to the instructor.
* - Disseminate feedback.
* - Schedule meetings.
* - Coordinate with stakeholders.
* Roles:
* - Juela Kadriu: Captain, Editor, Client Representative.
* - Klevis Kadriu: Researcher, Tester, Repo master.
* Team Process Guidelines:
* - Team Name: **SmartCare Devs**
* - Conflict Resolution: Discussion and majority vote.