MEETING REPORT - 03

Team Name:_____**PMS**_____ **Date of Meeting:**_____**26.03.2018**_____

Start Time:_____**11:30**_____ **End Time:**_____**12:30**_____

Meeting Location:_____**Epoka University Library**_____

Moderator:_____**Sara Qirko**_____ **Recorder:**_____**Ariola Lami**_____

Other Members Present:_____**Kejda Balla**_____

_____**Ilvana Dollaroviq**_____

Members Absent:_____

Topics Discussed:

We discussed about the actual situation in polyclinics in Tirana. Sara explained what the client had told her at the first meeting she had. We analyzed the form that doctors use to keep the records of the patients (handwritten). We tried to distinguish the problems that exist and find a solution for those problems.

Decisions Made:

1. Each member of the group should work on the first draft of the "Requirements Specification" of the project.
2. We should think about the organization of the database that we will need for our project.

Tasks Assigned:

1. Sara will work on project overview, purpose of the project, product context, user characteristics, assumptions, constraints, dependencies and functional requirements (some of the topics of the first draft of project documentation).
2. Ariola will work on non-functional requirements (user interface requirements, usability, performance, manageability/maintainability, system interface/ integration, security, data management, standards compliance, portability and other non-functional requirements).
3. Sara will work on some schemes (sketches) for the main views (functionalities) of the software.
4. Kejda and Ilvana will revise and edit the first draft of the project requirements.
5. Every member should work on the organization of the database.

Time, Place, and Agenda for Next Meeting:

Next meeting: 30.03.2018, Tirana Times Library
We will share our thoughts with each other and we will present what we have done until then.