**Requirements Gathering Meeting Notes**

**Date: August 1, 2023**

**Attendees:**

* Bill Myers, Project Manager (Insight Health Consultants)
* HealthSync Project Support
  + Sandra Martin, SME
  + Lori Schach, Lead Business Analyst
  + Don Wilt, Technical Consultant
  + Anne Carey, Business Process Analyst
  + Nancy Sugrue, Compliance Officer
* Pilot Clinic Representatives
  + Sandy Kenniston, GoWell Health
  + Kelly Crompton, Minute Minder Urgent Care
  + Jenny Dowker, Friendship Center Care Clinic
  + Cynthia Hotsky, General Boat Onsite Clinics
  + Kristin Harkness, Swing-In Health
* Insight Health Consultants
  + Anne Scoville, SME & Lead Business Analyst
  + Dennis Lahey, Business Analyst
  + Mike Peffer, Technical Consultant & Lead Engineer
  + Tonya Dewit, Developer
  + Sam Straka, Architect
  + Dani Lai, Qualiity Assurance Advisor

**Agenda:**

1. Collect Functional Requirements
2. Discuss Non-Functional Requirements
3. Prioritize Features
4. Identify Integration Needs

**Key Discussion Points:**

* **Functional Requirements**:
  + EHR to include specialty-specific templates and secure patient profiles​.
  + Telemedicine capabilities must support video consultations and remote monitoring​​.
* **Non-Functional Requirements**:
  + 99.9% uptime and compliance with HIPAA standards​.
* **Integration Needs**: HL7 FHIR compliance and APIs for interoperability with existing systems​.

**Action Items:**

* Deliver final requirements document by August 15, 2023.
* Begin UI/UX prototyping based on user feedback.