**MEETING REPORT**

**Team Name: Patient Management System Date of Meeting: 12.03.2024**

**Start Time: 14:00 End Time: 17:00 Meeting Location: Techspace**

**Moderator: Tea Disho Recorder: Layan Alateeq**

**Other Members Present: Orkida Gjeli, Redion Polici, Unejsi Isufaj, Ziko Muca**

**Members Absent: None**

**Topics Discussed:** Review of Project Scope and Objectives, Modeling User requirements for the Patient Management System, Discussion and Clarification of User Requirements, Functional Requirement, Performance Requirement, Usability Requirement , Security Requirement , Compatibility Requirement, Regulatory requirement, Action Items and Next Steps

**Decisions Made:** The meeting was called in order to work and decide on modeling the user requirements of our project. We first had a brief overview of our patient management system including its scope, objectives and timeline and the types of requirements that exist in modeling a software project . Than we went on to model the user requirements of our system for which we reviewed the features that our system such as: livecare , emergency services,personal file ,book appointment , lab results,online payment, blood donation,medicine prescription , personal appointments , home healthcare ,sick leave , monthly report ,reviewing medical staff, linking smart devices ,etc. After each of us finished listing the user requirements we than had a final review of what we had done and make any little changes needed before we finalized. In the end reminders were given for the upcoming deadlines and the importance of continued collaboration throughout the project lifecycle.

**Tasks Assigned:** Each group member were assigned a certain number of requirements to work on and in the end after everyone was done with their own, we reviewed them all and decided on modeling the final user requirements.

**Time, Place, and Agenda for Next Meeting:** Since we have tasks to do each week in this course for our project we have decided to meet each week at Techspace during Tuesdays at after 14:00 hours. The agenda for the each meeting would be that first we would have a introduction and welcome, than a review of the progress of the project at that point of development, next we would be working on the task of the week, we would have a final review and recap of what we did, and in the end after we finish with the work we would have the closing remarks.