**MEETING REPORT**

**Team Name: Patient Management System Date of Meeting: 15.03.2024**

**Start Time: 10:40 End Time: 13:40 Meeting Location: Epoka University**

**Moderator: Ziko Muca Recorder: Orkida Gjeli**

**Other Members Present:Layan Alateeq, Redion Polici, Unejsi Isufaj, Tea Disho**

**Members Absent: None**

**Topics Discussed:**

* Review of Project Scope and Objectives
* Re-checking User requirements for the Patient Management System
* Functional Requirement
* Performance Requirement
* Usability Requirement
* Security Requirement
* Compatibility Requirement
* Regulatory Requirement
* Action Items and Next Steps

**Decisions Made:**

Given that there was no scheduled lesson or submission for Week 3, we utilized this time to conduct a comprehensive review and planning session for the project. This allowed us to construct a more detailed plan for the following phases, incorporating the feedback received and refining our approach accordingly. We started with a recap of the project scope, objectives, and existing requirements. Each member provided insights into their understanding of the project's direction and the necessary functionalities. Based on the feedback and our collective analysis, we decided to refine the user requirements. This involved adding functionalities and also removing certain features that were deemed less critical or redundant .

**Tasks Assigned:** No specific tasks were assigned for Week 3 given that there was no submission required. Instead, all members were encouraged to independently improve their understanding of the project concept, ensuring alignment and engagement without a formal assignment.

**Time, Place, and Agenda for Next Meeting:** We agreed to continue our weekly meetings at Techspace on Tuesdays after 14:00 hours. The agenda for the next meeting will focus on:

1. System Requirements Discussion: We will start by delving into the system requirements. It's essential that everyone comes prepared with prior knowledge from our lessons to facilitate a comprehensive discussion.
2. Review of Project Progress: An overview of the progress made so far will be provided to ensure everyone is up-to-date.
3. Detailed Exploration of Updated User Requirements: We will thoroughly examine the updated user requirements, discussing any modifications or additions based on feedback.
4. Task Assignment for Further Exploration and Implementation: Tasks will be assigned for additional exploration and potential implementation of new functionalities.
5. Closing Remarks: Any additional announcements or remarks will be shared before adjourning the meeting.