**MEETING REPORT**

**Team Name: Patient Management System Date of Meeting: 21.03.2024**

**Start Time: 10:00 End Time: 16:00 Meeting Location: Tech Space**

**Moderator: Unejsi Isufaj Recorder: Redjon Polici**

**Other Members Present:Layan Alateeq, Ziko Muca , Orkida Gjeli, Tea Disho**

**Members Absent: None**

**Topics Discussed:**

* Review of Project Progress
* Detailed Exploration of System Requirements
* Task Assignment for Requirement submission
* Possible new meeting time schedule
* Action Items and Next Steps

**Decisions Made:**

The previous meeting held on Week 3 played a pivotal role in shaping our project's direction. Through detailed discussions, we outlined our objectives and refined our understanding of the app's functionalities. This groundwork proved invaluable as we embarked on the task of defining 30 system requirements. Each member contributed ,ensuring a diverse range of perspectives were considered. We divided into groups, with some members brainstorming additional possible requirements while others worked on filling out the remaining corresponding tables. The session was interactive, fostering collaboration and creativity.

**Tasks Assigned:** During the interactive meeting, we decided it would be beneficial for all members to contribute to defining the requirements. This approach allowed us to share opinions and ensure collective agreement of each requirement. As we encountered creative blocks, we divided into groups: some members focused on brainstorming additional requirements, while others filled out the remaining tables.

**Time, Place, and Agenda for Next Meeting:** We agreed to continue our weekly meetings at Techspace but as for the day we will discuss later on the week since for some the day and hours spend weren’t convenient . The agenda for the next meeting will focus on:

* Review and refine system requirements.
* Define system actors , their role , the general system schema
* Assign tasks for further development and given submissions