**MEETING REPORT**

**Team Name: Patient Management System Date of Meeting: 03.04.2024**

**Start Time: 15:00 End Time: 22:00 Meeting Location: Tech Space**

**Moderator: Ziko Muca Recorder: Layan Alateeq**

**Other Members Present: Orkida Gjeli, Tea Disho ,Unejsi Isufaj, Redjon Polici**

**Members Absent: None**

**Topics Discussed:**

1. ERD of software
2. BPMN
3. DFD level 0
4. DFD level 1
5. DFD level 2

**Decisions Made:**

**Tasks Assigned:** Initially, we all worked together on the ER diagram, but we soon realized that this approach was not the most efficient use of our time. To manage the workload better, we divided into smaller groups. Orkida, Ziko, and Tea focused on completing the remaining parts of the ERD and then moved on to develop the DFD diagrams. They systematically created the Level 0, Level 1, and Level 2 DFDs, ensuring that all data flows and processes were accurately represented.

Meanwhile, Layan, Unejsi, and Redjon collaborated on the BPMN diagram

**Time, Place, and Agenda for Next Meeting:** We agreed to continue our weekly meetings at Techspace . Maintaining this consistent meeting location and day is integral to our project's success, as it fosters a sense of routine and accountability among team members. Furthermore, we recognize the importance of time-blocking our schedules to dedicate specific time slots for completing project tasks.

This particular meeting was especially demanding, requiring us to invest a significant amount of time to finalize the diagrams.

The agenda for the next meeting will focus on:

* Reviewing the diagrams after getting the necessary feedback from our lab session
* Do the assigned tasks when we get them for next week for further development and given submissions