MEETING REPORT

Team Name: CMS   **Date of Meeting:**   26.03.2019

Start Time: 10:30   **End Time:** 11:30   **Meeting Location:** Epoka Capus

Moderator: Pironada Nako   **Recorder:**   Keti Hysi

Other Members Present: Ardit Gega, Gerald Jovani, Xhensila Laki

Members Absent: None

Topics Discussed:

1. We discussed about what each of us has done till now.
2. We discussed about the work progress on the database, front end and back end.
3. We discussed about the problems we've faced and how to overcome them. Also we gave further advices and ideas about the upcoming duties.
4. We discussed about the work done on the Requirements Specification Paper and about the organization of the remaining part.

Decisions Made:

1. We decided to continue working on the first draft of "Requirements Specifications" and to divide the work among us.
2. We decided to resume our work on the project by giving further instructions on the aggregate product to each of the members.

Tasks Assigned:

1. Xhensila will continue her work on the Executive summary part of the Requirements Specification, which includes project overview, purpose and scope specification. She will also go ahead and contribute on the functional and non-functional requirements.
2. Pironada will deal with the product/service description part, that means product context, user characteristics, assumptions, contrasts and dependencies.
3. Gerald will create the sketch designs, aiming to give an accurate idea of what the app would look like and the basic functionality.
4. Ardit and Keti will work together on the performance, data management, manageability, security and portability.
5. All us together will read and revise the final product of the first draft to look for changes and edits we can make before submission.

Time, Place, and Agenda for Next Meeting:

10:30-11:30,   01/04/2019,   Epoka Campus
On the next meeting we hope to be able to have a first draft of the project and discuss about the further changes, designs, security, configuration and functionality.