

MEETING REPORT WEEK 4

Team Name: Where To

Date of Meeting: 20/04/2022

Start Time: 10:30 **End Time:** 11:30

Meeting Location: EPOKA Halls

Moderator: Megi Nako

Other Members Present: Alban Xhepi
Alesio Gega
Endi Qose
Muhammed Yumer Chalashkan
Tea Papa
Yusuf Bera Ermis

Members Absent: None

Topics Discussed:

On our meeting of the fourth week, we mostly discussed and reviewed the works we had previously divided at the beginning of the week. The main goal of this week was to finish the first draft of software requirements document. We divided the document in the following way: Section 1 and 2 would be Megi's responsibility, functional requirements would be responsibility of Tea and Alesio, Product requirements would still remain the responsibility of Megi while organizational requirements would be presented by Endi and finally the external requirements would be finished by Alban. On the meeting everyone presented their progress on the task assigned and everyone was doing a fine work so we all continued on that path.

After the work presentation we discussed about what we had to do on the next week. Main ideas were that we had to finish the prototype of the product and as well as take care of state and swim lane diagrams.

Decisions Made:

- Continuation and finishing the task assigned of this week, since everyone had started their work in a decent way.
- Submission of those tasks should be on late Thursday, so the leader could assemble the document with everyone's work.
- For the next week we should progress on prototype, state and swim lane diagrams, why not to take a look on DFD diagrams as well.

Tasks Assigned:

- Tea and Megi would work on the prototype.
- Alesio, Alban and Endi would take care of state diagrams.
- Yusuf and Omer would deal with swim lane diagrams.

Time, Place, and Agenda for Next Meeting:

Date: Next Tuesday 27/04/2022

Time: 10:30 – 11:30

Place: EPOKA Halls