**MEETING REPORT**

**Team Name: Group 4 / Library Management System Date of Meeting: 29/03/2023**

**Start Time: 11: 00 End Time: 12:00 Meeting Location: Epoka University**

**Moderator: Amara Cela Recorder: Amara Cela**

**Other Members Present:** [Anita Mjeshtri](mailto:amjeshtri21@epoka.edu.al)**,John Nase, Irisa Nazari, Patrik Madhi,**

**Sara Beberi**

**Members Absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Topics Discussed:**

During the second week, the team members gathered to discuss the job division regarding all the topics that were covered in the lessons up to this week, including the functional, non functional and domain requirements, as well as the dependencies and the constraints of the system.

**Decisions Made:**

We divided our responsibilities in an equal manner, after clear consideration of a guideline of what was needed for each section of the documentation up to section 3.

**Tasks Assigned:**

Section one, regarding the executive summary as well as the functional requirements on section 3.1 were assigned to Amara Çela and Anita Mjeshtri. Section 2 regarding product/service description was assigned to Irisa Nazari. The product's non-functional requirements were assigned to John Nase and Sara Berberi. The organizational, external non-functional requirements as well as the domain requirements were assigned to Patrik Madhi.

**Time, Place, and Agenda for Next Meeting:**

06/04/2023 - Epoka University, Review of requirements, Assignment of new work