**MEETING REPORT**

**Team Name: \_\_Sfeenx\_\_\_\_ Date of Meeting: \_\_3/13/2024\_\_**

**Start Time: 16:00  End Time: 17:00    Meeting Location:  Remotely held**

**Moderator: Borian Llukacaj Recorder: Denis Lala**

**Other Members Present: Ermin Lilaj**

**\_\_Enio Zeqja \_Atea Caslli Luis Koni Klejdi Gjyzeli**

**Members Absent: None**

**Topics Discussed: 1.Project’s scope and objectives**

**2.Clarification of stakeholders roles and responsibilities**

**3.User requirements and their importance**

**4.Time constraints**

**5.Each member’s role and responsibility**

**Decisions Made:**

**1.Decide on the primary objectives of the project, such as improving guest experience, increasing efficiency in operations, or enhancing marketing efforts.**

**2.Establish clear lines of communication and escalation procedures for addressing issues or concerns that arise during the project.**

**3.Identify the user requirements for the new HMS software, including both functional and non-functional requirements.**

**4.Determine how user requirements will be documented, validated, and managed throughout the project lifecycle.**

**5.Assess any time constraints or deadlines that may affect the project, such as a target launch date or external factors that could impact the timeline.**

**6.Define the specific roles and responsibilities of each project team member, the tasks they will be responsible for.**

**Tasks Assigned: Each Member to provide 5-7 user requirements which can be expanded into system functional requirements**

**Time, Place, and Agenda for Next Meeting: 20th March, 2024 Online, Expanding into system functional requirements on the current user requirements, research and discussion on next topic to be given.**