**MEETING REPORT**

**Team Name: \_\_Sfeenx\_\_\_\_ Date of Meeting: \_\_3/20/2024\_\_**

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

**Moderator: Borian Llukacaj Recorder: Ermin Liliaj**

**Other Members Present: Denis Lala**

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

**Members Absent: None**

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

**2.Clarification of use cases and completion of format**

**3.Use cases and their importance**

**4.Time constraints**

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

**Decisions Made:**

**1.Decide on the primary objectives of the current assignment, such as providing clear use case summaries actors and preconditions.**

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

**3.Identify the use cases from the user and system requirements, including both functional and non-functional requirements.**

**5.Assess any time constraints or deadlines that may affect the project, such as a target finish 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: Front desk requirements-Luis Koni**

**Manager requirements-Atea Caslli**

**Admin requirements-Borian Llukacaj**

**Housekeeping requirements -Denis Lala/Enio Zeqja**

**Client requirements -Eri Lilaj/Denis Lala**

**Account/Facility requirements-Klejdi Gjyzeli**

**Ermin Lilaj was also given the task of uniting the given personal assignments into one pdf file.**

**Time, Place, and Agenda for Next Meeting: 1st April, 2024 Online. Acting on the next assignment given discussing it’s topic and splitting work**