**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: Each Member to provide 3-7 use cases form the system requirements and user requirements and fill the form table given. 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**