**MEETING REPORT**

**Team Name: \_\_Sfeenx\_\_\_\_ Date of Meeting: \_\_4/1/2024\_\_**

**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 on DFD,BPMN,ERD and how they need to be consistent regarding each other**

**3.Visulization of how user’s across different levels and how the system will interact with them**

**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 info on how entities will interact with each other.**

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

**3.Identify the way in which the data stores and databases will be setup**

**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: BPMN-Denis Lala, Atea Caslli**

**ERD-Ermin Lilaj, Luis Koni**

**DFD(Level0,Level1,Level2)-Borian Llukacaj, Enio Zeqja, Klejdi Gjyzeli (All will work throughout each level to maintain consistency in transition between levels)**

**Time, Place, and Agenda for Next Meeting: 7th April, 2024 Online. Acting on the next assignment given discussing it’s topic and splitting work**