**MEETING REPORT**

**Team Name: \_\_Sfeenx\_\_\_\_ Date of Meeting: \_\_4/7/2024\_\_**

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

**Moderator: Borian Llukacaj Recorder: Luis Koni**

**Other Members Present: Denis Lala**

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

**Members Absent: None**

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

**2.Solidifying and better visualization of use cases and use case diagrams**

**3.State diagram’s definition and how to build**

**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 actors defenitions**

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

**3.Identify all possible inheritances regarding actors also includes and extends regarding use cases**

**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 use case diagrams-Luis Koni**

**Manager use case diagrams-Atea Caslli**

**Admin use case diagrams -Borian Llukacaj**

**Housekeeping use case diagrams -Denis Lala/Enio Zeqja**

**Client use case diagrams -Denis Lala/Enio Zeqja**

**Account/Facility requirements-Klejdi Gjyzeli/Borian Llukacaj**

**State Diagrams-Eri Lilaj**

**Use Case Diagram(Whole System)-Borian Llukacaj**  
  
  
**Time, Place, and Agenda for Next Meeting: 21st April, 2024 Online. Acting on the next assignment given discussing it’s topic and splitting work**