

MEETING REPORT

Team Name: _____ **Date of Meeting:** 13.03.2024

Start Time: 10:45 **End Time:** 11:30 **Meeting Location:** Epoka D-Building

Moderator: Alvin Kollçaku **Recorder:** Klaudia Tamburi

Other Members Present: Regi Loshi, Tea Meraj, Melis Derveni, Madia Daulle

Members Absent: none

Topics Discussed: User requirements

Decisions Made:

7 user requirements to describe the functionality of the software to the customer

Tasks Assigned:

Melis Derveni: Booking Flights requirement

Regi Loshi: User Registration and Authentication requirement

Alvin Kollçaku: Payment and Security requirements

Madia Daulle: Flight Planning requirement

Tea Meraj: Statistical Reports requirement

Klaudia Tamburi: Customer Support and Communication requirement

Time, Place, and Agenda for Next Meeting:

20.03.2024 10:40 Epoka D Building, We will continue with the system requirements and each member will be assigned a task