**MEETING REPORT**

**Team Name:** CMS **Date of Meeting:** 4/04/2019

**Start Time:** 14:00 **End Time:** 16:00 **Meeting Location:** School

**Moderator:** Besa Gashi **Recorder:** Anilda Disha

**Other Members Present:** Ina Dezhgiu, Geri Kallcishta, Sindi Begteshi, Xhejdi Coku

**Members Absent:** None

**Topics Discussed:** I reviewed everyone’s gathered information and assigned tasks**.**

**Decisions Made:** Start writing the document requirements specifications.

**Tasks Assigned:** Besa- Executive Summary & Product/ Service Description

Sindi- Functional/Non functional requirements, User interface requirements & Usability  
Xhejdi- Performance, Manageability/ Maintainability & System interface/Integration  
Geri- Security & Data Management  
Anilda- Standards compliance & Portability  
Ina- Domain requirements

**Time, Place, and Agenda for Next Meeting:** Monday, April 8, at Epoka. We will review the document and start with the sketches.