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## MEETING REPORT

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**Team Name:**

**Date of Meeting:** 12.04.2023

**Start Time:** 10:35 **End Time:** 11:45

**Meeting Location:** Epoka Campus

**Moderator:** Griselda Hysa

**Other Members Present:** Blerta Shabani  
Eldi Qevani  
Florent Zani  
Gesjana Afmataj  
Melisa Alliu  
Rea Bitri

**Members Absent:** Enes Vrana

### **Topics Discussed:**

During our meeting this week, our team focused on defining the functional requirements, nonfunctional requirements, and use cases for our food delivery website. Each team member was assigned a specific user role and was asked to identify the requirements that their assigned user would need from the website. We began by defining functional requirements, which are the specific features and capabilities that the website must have to meet the needs of its users. Next, we discussed nonfunctional requirements, which are the criteria that the website must meet in terms of performance, reliability, and security. Finally, we consolidated all the requirements that were identified by each team member and identified several use cases for the website.

**Decisions Made:**

- It was decided that the team leader would collect all the information gathered during the meeting and compile it into a PDF document. This would ensure that all team members have access to the information and can review it easily.
- The team agreed to review the information collected again to ensure that all requirements have been captured accurately and completely. This review process would allow the team to make any necessary revisions before moving forward with development.
- It was decided that the meeting would conclude after the information had been collected, reviewed, and finalized. This would allow the team to move forward with the development process with a clear understanding of the project requirements.

**Tasks Assigned:**

- All members will continue to do their assigned work from previous weeks.
- Florent Zani will develop a customer service feature for our website, this feature would allow customers to ask questions and receive answers, as well as provide a section with the most frequently asked questions.

**Time, Place, and Agenda for Next Meeting:**

Time: Tuesday 18.04.2023

Place: Epoka Campus

Agenda: Continuing our assigned tasks.