

MEETING REPORT

Team Name: Book Store Team Date of Meeting: 15/03/2024
Start Time: 13:00 End Time: 14:10 Meeting Location: Epoka University
Moderator: Mikel Vangjeli Recorder: Mikel Skenderi
Other Members Present: Vesa Malaj Sirena Ahmet
Gerison Hoxha Mevlina Baci
Members Absent: Fabian Nikolli

Topics Discussed:

- Methodology that will be carried out (Agile or waterfall model)
- Who will be the stakeholders?
- User requirements
- A general idea how the user requirements will be expanded into more detailed system requirements
- What user level the software will have and how it will be organised so to be more specific and have restrictions for different type of users

Decisions Made:

1. We will use the agile approach as it is more suitable for our project and let us change and add new requirements weekly
2. The stakeholders which will be the admin, the manager, librarian, costumer...
3. We concluded the main user requirements as a group which we have mentioned into the document of user requirements
4. The software will be accessible by users online and also as an application which can be installed by them

5. Everyone is obliged to send a glimpse of their own task(for example: new requirements, schemas etc) every 5 days so there can be rapid improvements if needed

6. We must help each other any time to be collaborative and the project can go smoothly

Task assigned:

1. Mikel Vangjeli, as the leader of the group will assign everyone their task, see their progress every 2 days and assist them by improving their tasks if needed

2. Mikel Skenderi, initially will carry out system requirements after the user requirements are completed

3. Vesa Malaj and Sirena Ahmet will carry out user requirements

4. Gerison Hoxha and Melvin Bach will commence the modelling part and also assist Mikel Skenderi in system requirements

PS: It is important to note that although these tasks are assigned to specific group members, almost everyone will be included in each of them and those are tasks that will be followed these next 2 - 3 weeks

Time, Place, and Agenda for Next Meeting:

The next meeting will be committed the next week on Friday in Epoka and it aims to discuss about how each of the members are doing with their tasks, what has been going on, what has been good or bad in order to help each other and improve the performance of the project