

# MEETING REPORT

**Team Name:** RORA

**Date of Meeting:** 27.03.2018

**Start Time:**10:15

**End Time:**11:45

**Meeting Location:** Epoka University

**Moderator:** Ogers Ruda

**Recorder:** Aleks Tare

**Other Members Present:** Renato Saliu , Romario Balukja

**Members Absent:** None

## Topics Discussed:

- We discussed whether we should build an desktop based application or web based application.
- Requirements engineering
- Functional and non-functional requirements
- We discussed also about the schemas that we are going to sketch in order to facilitate our project

## Decisions Made:

- We decided to start with the desktop based application.
- Set up the first basic requirements ideas for the application
- We also decided on a initial design for the landing window of the management system

## Tasks Assigned:

- Renato and Aleks were assigned with the task of collecting and suggesting the initial Functional and Non-Functional Requirements for the first draft.
- Romario was tasked with the User Requirements specification since he has a closer relation to the client.
- Ogers decided to add the rest of the Requirements elements such as the Executive Summary, the Project Overview, Service Description and so on.

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

**Date of Next Meeting:** 03.04.2018

**Start Time:**15:15

**End Time:**16:15

**Meeting Location:** Epoka Campus

The date and time of meeting can change according everyone's situation as we do not want to have absence on our meeting but the time offered is the one that we will try to respect.

Next Meeting Objectives:

- Starting the concrete design of the project
- Sketching the first functionalities of the software
- Maintaining and updating the requirements draft