**MEETING REPORT**

**Team Name: Travel Services Date of Meeting: 03 May,2023**

**Start Time: 11:00AM End Time: 12:00 PM Meeting Location: School’s cafeteria**

**Moderator: Xhesi Baze Recorder: Alesia Bitri**

**Other Members Present: Kevin Llaca,Antea Toska,Tea Malasi,Iglis Kociu**

**Members Absent: None**

**Topics Discussed:**

1. **Duties of each member**
2. **Writing user requirements**

**Decisions Made:**

* **Updated the duties in accordance with the project’s requirements**
* **New duties were assigned to each member**
* **Members will divide into groups of 2 people for the writing of the requirements**

**Tasks Assigned:**

* **Xhesi and Antea will be writing non-functional requirements**
* **Iglis and Alesia will be writing domain requirements**
* **Tea and Kevin will be writing functional requirements**

**Time, Place, and Agenda for Next Meeting: Tuesday,09 May,2023;**

**11 AM - 12 PM**

**School’s cafeteria**