

- 30-minute meeting from 16:00 to 16:30.
- Discussed the functional and quality requirements for our subsystems.
- We have also discussed a little about software quality requirements such as security, privacy, scalability and performance.
- Assigned tasks for each of the member for the upcoming week, every member would need to have a draft for task 2 which is quality attributes.
- Agreed to upload the draft to GitHub for reviewing.

#### Security and Privacy Requirements:

- Implementing data encryptions for sensitive information such as payments details and client personal data.
- Ensuring our system is in compliance with GDPR regulations
- Access controls, different user roles should have different level of permission (manager, employee).
- Considering use of multifactor authentication for more secure login.

#### Next Steps:

- Continue to draft quality requirements for the subsystem.
- Prepare for next week meeting to review our progress.

#### Attendees

1. Taher Chowdhury
2. Abdul Islam
3. Antony Tsoi
4. Shayan UI-haq