* 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](mailto:19159654@brookes.ac.uk)
2. [Abdul Islam](mailto:19211435@brookes.ac.uk)
3. [Antony Tsoi](mailto:19265813@brookes.ac.uk)
4. Shayan Ul-haq