

MEETING REPORT

Team Name: Omega Insurance **Date of Meeting:** 12.04.2017

Start Time: 8:45 **End Time:** 11:00 **Meeting Location:** PC Lab 2

Moderator: Daniel Maxhari **Recorder:** Anxhela Vercani

Other Members Present: Gloria Qama, Enea Agolli, Sonila Murataj

Members Absent: Elis Seiti

Topics Discussed: Discussing with the team members about the structure of the project. How it will be organized , how the user structure will be and who will use this application. The main discussion was about the work division for the next week assignment .Who will do the project description , non-functional and functional requirements . We discussed that our purpose for the next meeting is to complete the tasks mentioned before .

Decisions Made:

After discussing with the team members, we decided to divide the work in group in order to complete the work in time.

Tasks Assigned:

Project description : Anxhela Vercani, Daniel Maxhari

Requirements : Anxhela Vercani, Sonila Murataj, Gloria Qama , Elis Seiti

User characteristics/Scenario : Daniel Maxhari , Enea Agolli

Time, Place, and Agenda for Next Meeting: School grounds, on next Wednesday .