

MEETING REPORT

Team Name: Group_12 RMS

Date of Meeting: 13/03/2025

Start Time: 18:30

End Time: 20:00

Meeting Location: WhatsApp Group Chat

Moderator: Gloria Traja

Recorder: Joldi Xure

Other Members Present: Erdi Perhati, Keisi Loci, Arlis Arapi, Ester Qershori, Alisa Tozaj

Decisions Made:

- Finalized the product description, including general purpose, product context, and user levels.
- Defined and categorized functional requirements based on user levels.
- Outlined the non-functional requirements, including performance, security, and usability.
- Agreed to upload documents to GitHub by the deadline.
- Established a structured approach for documentation formatting and team contributions.

Tasks Assigned:

- Gloria Traja: Finalizing the functional requirements document.
- Alisa Tozaj: Compiling and refining non-functional requirements.
- Keisi Loci: Structuring the GitHub repository and uploading documents.
- Arlis Arapi: Reviewing and proofreading all documents.
- Ester Qershori: Ensuring compliance with project requirements and quality checks.
- Joldi Xure: Coordinating team progress and assisting in documentation completion.
- Erdi Perhati: Writing and formatting the meeting report.

More details on task distribution will be determined after the lecture, and all team members will collaborate with each other to complete the assigned tasks efficiently.

Time, Place, and Agenda for Next Meeting: Time: 10:40 – 12:10

Place: Epoka Campus

Agenda: To be decided based on lecture