

# MEETING REPORT

Team Name: \_\_\_\_EPOKISTET\_\_\_\_ Date of Meeting: \_\_\_\_27.03.2018\_\_\_\_  
Start Time: \_\_\_\_10.30\_\_\_\_ End Time: \_\_\_\_11.30\_\_\_\_ Meeting Location: \_\_\_\_Epoka Campus\_\_\_\_  
Moderator: \_\_\_\_ERIDA NURCE\_\_\_\_ Recorder: \_\_\_\_Giuliano Ballshi\_\_\_\_  
Other Members Present: \_\_\_\_Jorgel Keci\_\_\_\_  
\_\_\_\_Elvi Cela\_\_\_\_  
Members Absent: \_\_\_\_ (NONE) \_\_\_\_

## Topics Discussed:

- This week we discussed about the sketches we might design, so we could had a general idea about how our Web App will look.
- Jorgel had retrieved the legal bases concerning our Project topic. So, this week Erida is in charge of studying it, in order to clarify the functionalities we are legally bound to offer the administrator on one hand, and the municipality worker on the other.
- We divided the tasks for the following week. Since we have to write the requirements, Jorgel and Elvi had to write the non-functional requirements and user requirements. Erida and Giuliano will write the functional requirements and

## Decisions Made:

- Jorgel and Elvi will meet with the municipality representative.
- Erida will read the legal basis (Ligji nr 10 112, date 9.4.2009, "Per administrimin e bashkepronesise ne ndertesat e banimit")
- We will complete the first draft for the documentation of user requirements and system requirements.

## Tasks Assigned:

- We divided the tasks for the following week. Since we have to write the requirements, Jorgel and Elvi had to write the non-functional requirements and user requirements. Erida and Giuliano will write the functional requirements of the project.

**Time, Place, and Agenda for Next Meeting:**

1. Next meeting report is set to be held on next Tuesday 02/04/2018 at Epoka Campus where we will discuss about :
  - Progress we made with the tasks.
2. Additional client requirements resulting from the meeting
3. Additional software functionalities could be added after reading the legal basis.