

## MEETING REPORT 4

Team Name: WineSight

Date of Meeting: 27.03.2019

Start Time: 12:00 End Time: 12:45

Meeting Location: Epoka University Caffeteria

Moderator: Anxhela Kastrati

Recorder: Borana Begaj

Other Members Present: Adelajda Rami Erjon Halili Lorika Bercaka

Members Absent: (all present)

### Topics Discussed:

- 1- We discussed that within the week we should have finished the functional requirement document.
- 2- We discussed all the information we had gathered from our visit with the representatives of the company. **We will all there during the meeting with the representatives.**
- 3- We discussed how we will divide our work.

### Decisions Made:

- 1- We divided our work.
- 2- We planned the time and place for our next meeting.

### Tasks Assigned:

- Borana will work with Executive summary.
- Lorika has been assigned with Product/Service Description.
- Anxhela and Adelajda will work on requirments.
- Erjoni will work on the designing and documentation of the sketches.

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

Next meeting: 02.04.2019

We will discuss what we have worked on and finish the document required.