MEETING REPORT

Team Name: Group 6
Date of Meeting: 14/04/2022

Start Time: 10:00
End Time: 11:45
Meeting Location: Epoka Campus

Moderator: Vanesa Myftari
Recorder: Pellumb Sina

Other Members Present: Arb Koçi
Romeisa Aliu
Xhoi Muça

Members Absent: Fiorelo Hasanbega

Topics Discussed:

During our third meeting, we worked on the requirements engineering process. We first discussed on identifying the requirements for our project. We first worked on laying out the functional requirements. We identified the functional requirements for each role of the users. These functionalities will be represented as a unique menu in the user interface of every role. Once the functional requirements were elucidated, we continued our discussions on identifying the non-functional requirements. The main things on performance, user-interface, efficiency, dependability and security were briefly explained among all team members. Moreover, the general context and purpose of our software was generated.

Decisions Made:

- **Functional Requirements** identification and elucidation for each role.
- **Non-functional requirements** identification and elucidation for each role.
- **Project context** and **purpose** identification.

Tasks Assigned:

Arb Koçi: Cooperate with Romeisa and coordinate the backend development process
Pellumb Sina: Recording the meeting being held
Romeisa Aliu: Start the backend development process based on the functional requirements identified
Vanesa Myftari: Generation of the first draft for the requirements document and its upload on the GitHub repository
Xhoi Muça: Start the frontend development process for the role of agencies.

Time, Place, and Agenda for Next Meeting:

Friday, 22/04/2022
14:00 – 15:45
Epoka Campus