MEETING REPORT 2

Team Name: Drivers   **Date of Meeting:**   15.03.2024

Start Time: 16:00   **End Time:** 18:00   **Meeting Location:** School

Moderator: Ardit Harizi   **Recorder:**   Megi Dervishi

Other Members Present: Kejsi Doku, Elis Brahaj, Rei Pacrami, Bleart Biba, Albi Gashi

Members Absent: None

Topics Discussed:
- Detailed discussion on project requirements during second-week meeting.
- Revisited project overview for clarity and alignment among team members.
- Discussed defining specific functionalities, refining user stories, and prioritizing tasks.
- Meticulously examined project scope considering user needs, technological feasibility, and business objectives.

Decisions Made:
- Agreed on features to be implemented and foundational requirements.
- Prioritized core functionalities such as real-time GPS integration and cashless payment processing.
- Established comprehensive timeline with achievable milestones for structured task management.

Tasks Assigned:
- Ardit: Executive Summary
- Megi: Product/Service Description.
- Kejsi: Functional Requirements.
- Rei: Product Requirements.
- Elis: Organizational Requirements.
- Blerti: External Requirements.
- Albi: Domain Requirements.

Time, Place, and Agenda for Next Meeting:
Next meeting will be held next week on saturday at the same time to discuss work and separate new tasks.