MEETING REPORT

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:
In our second-week meeting, we delved into a detailed discussion about the project's requirements and revisited the project overview to ensure clarity and alignment among team members. The discussion encompassed various topics essential for progressing with the project, including defining specific functionalities and features, refining user stories, and prioritizing tasks for implementation. We meticulously examined the project's scope, considering factors such as user needs, technological feasibility, and business objectives.

Decisions Made:
During our second-week meeting, we reached decisive conclusions regarding the features to be implemented and the foundational requirements essential for advancing our project. After thorough deliberation, we collectively agreed on the prioritization of core functionalities crucial for the platform's functionality, including real-time GPS integration, cashless payment processing, and robust user authentication. With a clear understanding of our goals, we established a comprehensive timeline with achievable milestones, providing a structured framework for our tasks.

Tasks Assigned:
Megi and Ardit were tasked with drafting the Executive Summary and Product/Service Description, encapsulating the essence of the project's vision and offerings. Kejsi was assigned to outline the Functional Requirements, detailing the specific functionalities and features expected from the platform. Rei took charge of delineating the Product Requirements, focusing on the overarching objectives and specifications guiding the development process. Elis was responsible for articulating the Organizational Requirements, ensuring alignment with internal processes and resources. Blerti was tasked with gathering and defining External Requirements, encompassing external dependencies, regulations, and stakeholder considerations. Finally, Albi was assigned to compile Domain Requirements, encompassing all domain-specific considerations and necessities relevant to the project's context. Each team member's tasks were carefully assigned to ensure a comprehensive coverage of requirements vital for the successful progression of the project.

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.