

# MEETING REPORT

**Team Name:** Beta Business

**Date of Meeting:** 10/04/2017

**Start Time:** 12:30 **End Time:** 14:30 **Meeting Location:** Epoka Canteen

**Moderator:** Albi Trashani

**Recorder:** OrnelaTorra

**Other Members Present:** IgliTola

Arnold Valteri

ErnaldoGjomakaj

**Members Absent:** -

## Topics Discussed:

- The main topics that were discussed in this meeting are the Requirements Specification template to document the requirements of our service.
- This requirement includes the Project & Product, Description (User characteristics), and Project requirements that are separated into three main issues.
- The first one is based on functional Requirements.
- The second one is based on Non – functional Requirements and the third one in domain Requirements.

## Decisions Made:

- First of all we took into consideration the Product and Service Description.
- In this section, we describe the general factors that affect the product, its requirements in enough details and organize these requirements in a way that works best for our project.
- Then we discuss about the Product Context and come up at the conclusion that it is independent and self –contained.
- Later on we deal with the Project Requirements that include the description of all system requirements in enough details for designers to design a system satisfying the requirements and testers to verify that the system satisfies the requirements.
- In the functional requirements, we took care about the BR\_LR\_ scheme

## Tasks Assigned:

- Ernaldo took the responsibility to start the design of the project.
- Albi and Igli do research and fill Requirements Specification about the topics that were mentioned above
- Arnold took the responsibility to stay in contact with the manager of the company to fulfil the needs of the program
- Ornela will assist Albi and igli in completing Requirements Specification

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

- **The next meeting will take place at one of the meeting rooms at A- Building at Epoka University, on Friday, and will be discussed the progress of the project, what went wrong through the process and what should be improved based on the Project Functional, Non – functional and Domain requirements that were prepared last week.**