**MEETING REPORT**

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting: 13/03/2024**

**Start Time: 13:00 End Time: 13:30**

**Meeting Location: Epoka Cafeteria**

**Moderator: Daniela Shahini Recorder: Edmir Kasapi**

**Other Members Present: Elisai Muraci, Irida Lala, Albina Kazia, Olsi Lavanji, Aldi Begaj**

**Members Absent: none**

**Topics Discussed:**

1. **How should the user requirements be defined;**
2. **Plan ahead on how we can extract system requirements from user requirements**

**Decisions Made:**

* **Daniela will prepare 7 user requirements and then will send for review with the team.**

**Tasks Assigned:**

* **User requirements: Daniela**

**Time, Place, and Agenda for Next Meeting: 13:00 - 13:30 , Epoka Cafeteria, review system requirements with the team**