**MEETING REPORT**

**Week 3**

**Team Name:** Veterinary ManagementSystem **Date of Meeting:** 11/03/2025

**Start Time:** 10:50 **End Time:** 12:30 **Meeting Location:** School Library

**Moderator:** Era Malaj **Recorder:** All Group Members

**Other Members Present:** Emi Brahaj, Erla Luzi, Enea Cane, Eridjon Krrashi, Laert Plangarica, Nadir Alan.

**Members Absent:** None

**Topics Discussed:**

* Project Overview
* Product description/service
* User Characteristics
* Assumptions
* Constrains and dependencies
* Requirements: Functional and non-functional requirements

**Decisions Made:**

We made these simple, but primary decisions, such as task assignments, time management for ensuring a smooth work flow, allocated resources effectively, assigning team members to specific tasks based on their strong points and decided on communication tools (email, WhatsApp and GitHub) to streamline project discussions

**Tasks Assigned:**

**Era Malaj:** Task assigning, project overview, description, user characteristics, collecting and fixing the information/layout.

**Erla Luzi & Laert Plangarica:** Assumptions, constrains and dependencies.

**Emi Brahaj:** Functional Requirement**s.**

**Enea Cane & Erridjon Krrashi:** Non-functional requirements.

**Nadir Alani:** Gathered general information.

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

Weekend 15th March and Tuesday between breaks in the library. New improvements as required in the lab hours. New assignments for everyone. Opening the GitHub repo.