MEETING REPORT

Team Name: **RMS**   **Date of Meeting:** **28/03/2017**

Start Time: 10:00   **End Time: 11:30**   **Meeting Location: Epoka's Library**

Moderator: **Erisa Hoxha**   **Recorder:** **Melba Hysa**

Other Members Present: **Andel Gugu, Fadile Gurra, Gerta Shllaku**

Members Absent: **None**

Topics Discussed:

This week's meeting was one of the most argumentative ones so far. We discussed a lot of new ideas to improve some functionalities of our project and our database. We were suggested to start writing our project's requirement specifications.

Decisions Made:

This week we all presented our ideas of how the application should look and then we decided on what we thought are the best designs. Also after given the task of writing the project's requirement specifications we decided on our respective tasks on the matter.

Tasks Assigned:

After the meeting, tasks related to requirement specifications assigned were:
Erisa – Will be responsible for the product context(2.1), user characteristics(2.2), data management(3.2.7) and portability (3.2.9).
Andel – Will be responsible for requirements(3), functional requirements(3.1) and other non-functional requirements(3.2.10).
Gerta – Will be responsible for dependencies (2.5), non-functional requirements (3.2), user interface requirements(3.2.1), usability(3.2.2), performance (3.2.3) and security (3.2.6).
Melba – Will be responsible to write the assumptions(2.3), constraints (2.4), manageability/maintainability(3.2.4), system interface/integration(3.2.5) and domain requirements(3.3).
Fadile – Will be responsible of the executive summary(1), project overview(1.1), purpose and scope of this specification(1.2), product/service description(2) and standards compliance (3.2.8).

Time, Place, and Agenda for Next Meeting:

Next meeting will be held on Wednesday, 04/04/2018. The location of our meeting will be Epoka's Canteen. On the next meeting each of us will show the tasks done

for the previous week and we will decide together what the next week tasks are going to be for each of us.