

MEETING REPORT

- **Team Name:** SuiteCoders
- **Date of Meeting:** 08/03/2025
- **Start Time:** 21:00 **End Time:** 23:47
- **Meeting Location:** Discord Server
- **Moderator:** Endri Baku
- **Recorder:** Endri Baku
- **Other Members Present:**
 - Hazis Voda
 - Jurgen Hila
 - Daron Delvina
 - Xhois Cano
 - Sidrit Zela
 - Orgest Bacova
- **Members Absent:** - -
- **Topics Discussed:**
 - Project Description and Context
 - Information Gathered from Hotels (Working Environments & System)
 - Possible User Requirements
 - System Requirements (Functional & Non-Functional)
 - Next Week's Plan & Presentation
- **Decisions Made:**
 - At the first phase of the meeting, decisions were made regarding the context of the hotel software, the additional features and the specified user-levels of the system.
 - At the second phase of the meeting, discovered requirements about the system's operations and constraints were classified and then analyzed thoroughly, prioritizing the most important requirements and then negotiating other more non-critical requirements.
 - At the end most of the requirements were validated with very little chance of change in the future.

- **Tasks Assigned:**

- **Endri Baku (Leader)** - Tasked with gathering information about hotel organization systems. Described the general purpose, product context and user levels of the system in detail. Also tasked with the review and validation of gathered requirements from the group members assigned with the task.
- **Hazis Voda** - Analyzed, reviewed, classified and organized the user requirements. Summarized meeting discussions on project scope and responsibilities.
- **Sidrit Zela** - Analyzed, reviewed, classified and organized the user requirements. Researched possible additional features of the hotel.
- **Jurgen Hila** - Discovered and gathered information about some User functional requirements.
- **Daron Delvina** - Discovered and gathered information about some User non-functional requirements.
- **Orgest Bacova** - Discovered and gathered information about the System non-functional requirements.
- **Xhois Cano** - Discovered and gathered information about the System functional requirements.

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

- Saturday, March 15th 2025, 21:00
- Discord Server Voicechat
- Agenda: To be decided after next week's presentation.