

MEETING REPORT

Team Name: SuiteCoders

Date of Meeting: 21 March 2025

Start Time: 4:30 PM

End Time: 6:10 PM

Meeting Location: Online

Moderator: Endri Baku

Recorder: Endri Baku

Other Members Present:

- Endri Baku
- Sidrit Zela
- Hazis Voda
- Jurgen Hila
- Daron Delvina
- Xhois Cano
- Orgest Bacova

Members Absent: None

Topics Discussed:

- Completion of functional requirements
- Assignment of use case tasks
- Development of the use case software diagram
- Approval process for functional requirements
- Discussion on restructuring user levels in the project

Decisions Made:

- Assignments were distributed for everyone to create a use case table.
- We will wait until the functional requirements are confirmed as valid before moving to the next project phase.

Tasks Assigned:

- **Endri Baku:** Finalized functional requirements, assigned use case tasks, created an early version use-case diagram of the software
- **Sidrit Zela:** Completed functional requirements, received use case assignments.
- **Hazis Voda:** Received use case assignments, reviewed and approved some

functional requirements.

- **Jurgen Hila:** Received use case assignments.
- **Daron Delvina:** Received use case assignments.
- **Xhois Cano:** Received use case assignments.
- **Orgest Bacova:** Received use case assignments.

Time, Place, and Agenda for Next Meeting:

- **Date:** TBD
- **Time:** TBD
- **Location:** Online
- **Agenda:** Review progress on use case assignments, discuss potential challenges, finalize the use case diagram.

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