

MEETING REPORT

Team Name: Runtime Terror

Date of Meeting: 14/04/2022

Start Time: 12:00 **End Time:** 13:45

Meeting Location: Epoka's Cafeteria

Moderator: Herta Brari

Recorder: Estref Katillari

Other Members Present: Adri Cara, Eridon Cuni, Estref Katillari,
Jasim Lika, Joni Hasimja

Members Absent: None

Topics Discussed:

- We discussed about the distribution of the work, which topic in the requirements document each member would have to work on.
- We talked in detail about how the requirements would be connected with each other, so that no conflict and problem would occur.
- We did more research on the non-functional requirements and the use cases, since they were the topics where we had to do more work on.

Decisions Made:

- We distributed the work in a way that we thought would be the most efficient, giving the work that needed more details to those who could better describe them.
- We made some decisions about the software, by including some features we did not think in the beginning and excluding some others that were not needed and conflicted with each other.

Tasks Assigned:

- We decided that:
 - Herta will work on executive summary
 - Eridon and Jasim will work on Product/Service description
 - Adri and Joni will work on the requirements
 - Estref will work on user scenarios/use cases

Time, Place, and Agenda for Next Meeting:

Time: Thursday 21/04/2022 12:00

Place: Epoka's Cafeteria