MEETING REPORT

Team Name: EHMS   **Date of Meeting: 20/03/2019**

Start Time: 16:00   End Time: 17:30   **Meeting Location: Epoka Campus**

Moderator: Jona Cara   **Recorder: Shejla Domnori**

Other Members Present: Fiori Fizi, Halisa Quku, Valentina Roçi, Jorid Spaha

Members Absent: None

Topics Discussed:

- Various platforms available to develop the system, their pros, cons and requirements of each library and platform that is the most relevant to our project.
- Coordinate with customer
- Structure the project's main points to be focused on

Decisions Made:

- Up to next meeting each group member must have finished the work assigned in order to leave space for further editing and improvement

Tasks Assigned:

On this point of the project, we divided the tasks for each group member using the requirements specification temple given by our professor. We tried to separate them depending on what works best for every team member.
Based on this, we are going to show a division in a chronological manner.

- **Shejla** is going to cover the executive summary part, making an overview for the project and mentioning all its purposes and also making a scope of this specification. Being inside the context of the project idea she will easily describe the product context and user characteristics.

- **Fiori** is going to make the assumptions, constraints and dependencies of the project. She will try to make these assumptions by also making a research before making this part.

- **Valentina** will cover the functional requirements part. This part may involve calculations, technical details, data manipulation and processing, and other specific functionality that define what a system is supposed to accomplish

- **Halisa** will cover the non-functional requirements, writing about product requirements and organizational requirements. If using the term product requirements we are going to explain the usability, efficiency, dependent ability and security. If mentioning organizational requirements we will be mainly focused on the environmental, operational and development requirements.

- **Jorid** is going to cover the external environment, which will be mainly focused on regulations, ethics, law requirements, accounting services and also safety.

- **Jona** will check if all the important topics are included on what we mentioned above and will also continue with the user scenarios as required. During this time she will be also monitoring how the work is going with the other part of the group. She will also be checking out different technologies and see which one is most relevant to the project.

Time, Place, and Agenda for Next Meeting:

27/03/2019, 18:30-19:00, Tirana County/ Oslo Café
Next Meeting Agenda:

- Discuss about Project Requirement material, and share ideas how to better formulate and help each other if they are facing difficulties with the assigned work.
- Decide about technologies being used.