

MEETING REPORT

Team Name: Topform **Date of Meeting:** 14/04/2022

Start Time: 12:00 **End Time:** 14:00 **Meeting Location:** Epoka A Building

Moderator: Jonel Qelemeni **Recorder:** Jonel Qelemeni

Other Members Present: Endri Kasa, Klara Hoxha, Xhemiljana Troka, Xhulia Toska

Members Absent: Ismail Ali

Topics Discussed:

Discussing specifics about the project; Working on the requirements document;

Decisions Made:

This fourth week some important decisions were made regarding the progress of the project.

Firstly, a more detailed discussion about the specifics of the project was completed by the group. The main topics mentioned in the discussion were:

- Responsibilities and functionality of each user
- Main features offered by the product
- Usability and accessibility of the product

Secondly, more work was done towards completing the requirements document.

Specifically, Product Description and Functional Requirements were the main focus of the work. But also the other subparts were discussed to be completed.

Tasks Assigned:

The work for the upcoming days was distributed between the group members.

Generally, each member has to complete the respective wikis. While specifically:

- Endri will be working on User Characteristics and Product Context
- Jonel will be working on Functional Requirements
- Klara will be working on User Characteristics and Assumptions
- Xhemiljana will be working on Constraints and Dependencies
- Xhulia will be working on Project Overview and Purpose and Scope

Time, Place, and Agenda for Next Meeting:

The next meeting will be held on Thursday, April 21st at Epoka A building. At the next meeting, the tasks assigned for each member will be checked if they have been fulfilled. Also the work will be divided specifically for each team member according to the weekly tasks to be done.