

MEETING REPORT

Team Name: Topform **Date of Meeting:** 21/04/2022

Start Time: 12:30 **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:

Working on Non-functional requirements; Working on Use Cases and User Scenarios; Creating the first diagrams;

Decisions Made:

This fifth week, the work towards achieving our goals continues. There were some main topics discussed on this weekly meeting:

- Working on Non-functional requirements
- Working on Use Cases / User Scenarios
- Creating the first diagrams

As the requirements documents is yet to be completed, the work to achieve this continues. After completing the functional requirements from the previous week, now it is time to work on non-functional requirements, which are a very important element of the project requirements.

Another important task, which was introduced this week, was working on Use Cases and User Scenarios. These Use Cases can help in understanding how the product is supposed to work and how it will be applied. The main representations of these scenarios are Use Case Diagrams, which explicitly illustrate the responsibilities and capabilities of different users.

So, the first diagrams will be related to the Use Cases as the best method to represent them completely.

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 Use Cases and User Scenarios
- Jonel will be working on creating the diagrams
- Klara will be working on User Interface Requirements and Usability
- Xhemiljana will be working on Efficiency and Space Requirements
- Xhulia will be working on Dependability and Security

Time, Place, and Agenda for Next Meeting:

The next meeting will be held on Thursday, April 28th at Epoka A bulding. 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.