

MEETING REPORT

Team Name: ToothFairies

Date of Meeting: 03/04/2024

Start Time: 10:40 am

End Time: 12:00 am

Meeting Location: Epoka Cafeteria

Moderator: Sara Onjea

Recorder: Sara Onjea

Other Members Present: Keit Nika, Klea Faqolli, Nidia Fino, Xhon Hasmuca, Serki Zekaj

Members Absent: None

Topics Discussed:

Reviewing last week's topic and adding necessary changes to best fit all the necessary requirements. Overall brainstorming about how to complete this week's task by assigning a specific diagram to a group of two members who would do the best job at assigned diagrams.

Decisions Made:

Diagrams to be separated between members for better understanding and results.

Deadline for the completion of the diagrams to be done before the weekly meetup so the group can brainstorm and advise any changes.

When the new task is assigned, a group call to be made before the meetup to separate the workload.

Tasks Assigned:

Sara Onjea & Nidia Fino

- BPMN diagram

Keit Nika & Klea Faqolli

- DFD Level 0 , Level 1 , Level 2
- ERD of the software

Time, Place, and Agenda for Next Meeting:

10th April, Epoka Campus, School Cafeteria

Provide feedback on strengths and weaknesses in work habits, encouraging improvement.

Preparation for the upcoming week's assignment.