MEETING REPORT

Team Name: Konnect   **Date of Meeting: 15.03.2024**

Start Time: 18:00   End Time: 20:00   Meeting Location: Mon Cheri Coffee Shop

Moderator: Kora Sulo   Recorder: Alessio Gega

Other Members Present: Bianka Lila, Katia Profka, Helios Çela, Geldi Xhafaj, Klejsti Biçaku

Members Absent: -

Topics Discussed: We discussed the overall idea of the project, including how the website will look, its functionalities, and user types. Additionally, we addressed the requirements, their structure, as discussed in the lecture.

Decisions Made: We have decided on the task division, which includes the Executive Summary, Product Service Description, and Requirements.

Tasks Assigned:

**Executive Summary + Product/Service Description (Product Context)
– Katia Profka**

**User Characteristics + Assumptions + Constraints + Dependencies + Functional Requirements
- Kora Sulo, Alessio Gega, Bianka Lila**

**Product Requirements (1.1-1.4)
- Helios Çela**

**Product Requirements (1.5-1.8)
- Klejsti Biçaku**

**Organizational Requirements
- Geldi Xhafaj**

**External Requirements + Domain Requirements
- Klejsti Biçaku**

**Time, Place, and Agenda for Next Meeting:
11:00-13:00, March 21, 2024, Epoka Library
Agenda: Continue the Requirements phase**