MEETING REPORT

Team Name: Konnect   **Date of Meeting: 21.03.2024**

Start Time: 11:00   End Time: 13:00   Meeting Location: Epoka Library

Moderator: Bianka Lila   Recorder: Alessio Gega

Other Members Present: Kora Sulo, Katia Profka, Helios Çela, Geldi Xhafaj, Klejsti Biçaku

Members Absent: -

Topics Discussed: Reviewing the requirements and determining the work division for the upcoming week.

Decisions Made: After familiarizing ourselves with the work completed by each member in the first week, we decided to improve our collaboration by pairing members to review each other's tasks. It is expected that every group member completes their assigned tasks and provides their work prior to Monday.

Tasks Assigned:

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

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

**Product Requirements (1.1-1.4)
- Helios Çela,Bianka Lila**

**Product Requirements (1.5-1.8)
- Klejsti Biçaku,Alessio Gega**

**Organizational Requirements
- Geldi Xhafaj,Kata Profka**

**External Requirements + Domain Requirements
- Klejsti Biçaku,Helios Cela**

**Time, Place, and Agenda for Next Meeting:
11:00-13:00, March 28, 2024, Epoka Library
Agenda: The next step is to work on the software design and diagrams.**