

# **MEETING REPORT**

**Team Name:** ZIP

**Date of Meeting:** 22 May 2020

**Start Time:** 11:30 **End Time:** 13:30

**Meeting Location:** Online

**Moderator:** Kimberli Troka

**Recorder:** Devis Myteveli

**Other Members Present:** Ada Dedja, Klea Uka, Sheila Pinari

**Members Absent:** None

## **Topics Discussed:**

This week we did not have any new things to work on as our group had already started working on every diagram required. So this week is just a revision week.

## **Decisions Made:**

- Rework on Diagrams
- Update some parts of Diagrams
- Go through the Requirements Specification Document once again

## **Tasks Assigned:**

Since it is a revision week every team member is expected to work with the types of diagrams they have worked in the past weeks, and make any necessary changes, updates or edits needed to result in the final versions of the diagrams.

Kimberli will make sure that every update made in one of the contents that is part of the Requirements Specification Document will be reflected in the final version of the document since a final version is needed to be uploaded until May 31.

Each member will report their individual work on their personal wiki.

## **Time, Place, and Agenda for Next Meeting:**

Next meeting will be held online on – WhatsApp videocall.  
Date and time: 29 May 2020