MEETING REPORT

Team Name: ZIP   **Date of Meeting: 17 April 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:

During this week we discussed about the second part of the Requirement Specification Template which consists of functional and non-functional requirements and how we would divide the work among the members. We also talked about the sketches that we made and how the concluding design would look like.

Decisions Made:

- We divided the work that each member would do about the second part of the Requirement Specifications document
- We decided to further analyze the sketches that each of the members had proposed and to decide the final design

Tasks Assigned:

- Kimberli will work with Functional Requirements, External Requirements (Ethical Requirements and Legislative Requirements, Accounting Requirements, Security Requirements), Manageability and Maintainability. Also Kimberli will make the final sketches of the system.
- Klea will work with Product Requirements (User interface Requirements, Usability, Efficiency, Performance Requirements, Space Requirements and Dependability).
- Sheila will work Security Requirements (Protection, Authorization and Authentication) and Organizational Requirements (Environmental Requirements, Operational Requirements, Development Requirements)
- Ada will work with Portability, Regulatory Requirements and Domain Requirements.
- Devis will work with Kimberli for the Functional Requirements part

Each member will report their work on their respective wiki page.

Time, Place, and Agenda for Next Meeting:

Next meeting will be held online on – WhatsApp videocall.
Date and time: 24 April 2020