**MEETING REPORT**

**Team Name: CEN 3 C Group 2 Date of Meeting: 28/03/2024**

**Start Time: 14:40 End Time: 15:30 Meeting Location: Laboratory**

**Moderator: Xhoni Dërvishi Recorder: Miki Belegu**

**Other Members Present: Kevin Rroga, Klejdi Cercis**

**Members Absent: Gerjan Haxhia, Idris Duka, Kostantino Tereziu**

**Topics Discussed:**

* **Progress Analysis:** Reviewed current progress and its alignment with the project timeline.
* **New Ideas:** Brainstormed and discussed new ideas for project enhancement.
* **Task Allocation:** Equitably distributed and assigned tasks based on this week's workload among group members.
* **Next Week's Agenda:** Deliberated on the agenda for the upcoming week.
* **Meeting Efficiency:** Discussed ways to enhance the efficiency of weekly meetings and communication.

**Decisions Made:**

* **Meeting Schedule: Thursday during lab hours selected as the primary weekly meeting time, supplemented by regular communication through other channels.**
* **Task Outlining:** Outlined tasks for this week and next week.
* **Task Assignment:** Assigned this week's tasks between members.

**Tasks Assigned:**

The goal for this week is to continue working on the requirements specification document, specifically on subjects 3.2 “Non-functional Requirements” and 3.3 “Domain Requirements”, while generally reviewing last week’s work and ensuring it is up to standard. To this end, this week’s tasks have been specifically assigned in the following manner:

* 3.2.1.1, 3.2.1.2, 3.2.1.3, 3.2.1.3.1, 3.2.1.3.2 : Gerjan, Idris
* 3.2.1.4, 3.2.1.5 : Kevin
* 3.2.2 : Klejdi, Kostantino
* 3.2.3, 3.3 : Miki, Xhoni

To ensure responsible and facilitate cooperation on the document drafting process, a collaborative ‘google docs’ document has been created,

(link: <https://docs.google.com/document/d/14OD1nyw4zc8JPk82_-3e3D8gyviz0nYImqAY7lcdXGk/edit?usp=sharing>).

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

Time: 14:40, May 4

Place: Software Engineering laboratory (lab 5/D-005)

Agenda: Review progress on requirements document, discuss timeline and upcoming tasks. Distribute work on use cases.