**MEETING REPORT**

**Team Name: CEN 3 C Group 2 Date of Meeting: 25/04/2024**

**Start Time: 14:30 End Time: 15:30 Meeting Location: Epoka**

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

**Other Members Present: Kevin Rroga, Gerjan Haxhija**

**Members Absent:**

**Topics Discussed:**

* Progress Review: Reviewed the progress made on tasks assigned during the previous week, highlighting any challenges encountered and possible solutions to them.
* Software Architecture: Conducted a comprehensive review of our software architecture plans to ensure they align correctly with the project requirements.
* **Diagram Creation:** Discussed the creation of remaining diagrams to ensure coherence and eliminate any inconsistencies or contradictions.
* **Task Allocation:** Equitably distributed tasks among group members based on this week's workload.
* **Next Week's Agenda and Progress Evaluation:** Deliberated on the agenda for the upcoming week to ensure project continuity and progress.
* **Quality Check:** Ensured quality standards and common ground in already designed diagrams.

**Decisions Made:**

* **Team members will focus on relevant and interconnected aspects within the diagrams, avoiding unrelated or divergent content. Consistency and coherence in diagram creation must be prioritized in order to make sure diagrams are connected.**
* **Decided to reassess task priorities and redistribute workload due to reduction in project team size.**
* **Assigned tasks for the current week to team members.**
* **Spread tasks evenly among group members to ensure efficient progress.**

**Tasks Assigned:**

The goal for this week is to finish our first draft of the requirements specification document, while making sure that our diagrams converge with one another. The following task assignments have been made:

* Gerjan: Data Flow Diagrams
* Kevin: Activity Diagrams
* Miki: 3.2.2 (Organisational Requirements) + Component, Package and Deployment Diagrams
* Xhoni: Sequence Diagrams

The designated Google Document will serve as the collaborative platform for documentation purposes.

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

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

Time: 14:40, May 2

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

Agenda: Review documentation and begin work on the code part of the project.