

MEETING REPORT - 04

Team Name: PMS Date of Meeting: 30.03.2018

Start Time: 11:00 End Time: 13:00

Meeting Location: Tirana Times Library

Moderator: Sara Qirko Recorder: Ariola Lami

Other Members Present: Kejda Balla

Ilvana Dollaroviq

Members Absent: _____

Topics Discussed:

Every member of the group presented their work until today. We shared our thoughts and we helped each other with some ideas. We also discussed about the organization of the database.

Decisions Made:

1. Each member of the group should continue to work on the first draft of the "Requirements Specification" of the project.

Tasks Assigned:

1. Sara will continue to work on project overview, purpose of the project, product context, user characteristics, assumptions, constraints, dependencies and functional requirements (some of the topics of the first draft of project documentation).
2. Ariola will continue to work on non-functional requirements (user interface requirements, usability, performance, manageability/maintainability, system interface/ integration, security, data management, standards compliance, portability and other non-functional requirements).
3. Kejda and Ilvana will revise and edit the first draft of the project requirements.

Time, Place, and Agenda for Next Meeting:

Next meeting: 03.04.2018, Epoka University Library

We will discuss about sharing the tasks between the members of the group.