

MEETING REPORT

Team Name: Bit7

Date of Meeting: April 20, 2022

Start Time: 10:45 **End Time:** 11:30

Meeting Location: Epoka Campus

Moderator: Xhoel Bano

Recorder: Xhoel Bano

Other Members Present: Ajla Hate, Anteo Guri, Drini Demushi, Erta Tërshana, Gentian Elezi, Sara Ranxha, Xhoel Bano

Members Absent: none

Topics Discussed:

1. Completed the first draft of Requirements Specification Document.
2. Discussed about the next stage which will be mainly focused on completing the second draft of the Requirements Specification Document. Analyze the work done. Separated the workload in small groups.

Decisions Made:

1. Completed the first draft of Requirements Specification Document. After working during the week we discussed the following topics:
 - Executive Summary – Xhoel
 - Product /Service Description – Xhoel
 - Functional Requirements - Erta

- Non-Functional Requirements - Xhoel
- User Scenarios – Sara (L), Anteo
- Use Case Extended – Gentian (L), Ajla, Drini

2. Work separated to small groups:

- Analyze work done in the previous week:
 - i. Finalize Idea Flow - Xhoel
 - ii. User Scenarios - Drini
 - iii. Use Case – Anteo
 - iv. Functional Requirements – Xhoel
 - v. Non-functional – Erta
- After analyzing the work done implement new changes
Work 1st week:
 - i. Executive Summary – Xhoel
 - ii. Product /Service Description – Xhoel
 - iii. Functional Requirements - Erta
 - iv. Non-Functional Requirements - Xhoel
 - v. User Scenarios – Sara (L), Anteo
 - vi. Use Case Extended – Gentian (L), Ajla, Drini
- Work for two weeks:
 - i. Data Flow Diagram - Xhoel
 - ii. Activity & Swimlane Diagram – Gentian, Drini, Ajla
 - iii. State Diagram – Erta, Sara, Anteo

Tasks Assigned:

1. Separate the work for two weeks in small groups:
 - Analyze work done in the previous week and done implement new changes Work 1st week into the second draft of Requirements Specification Document:
 - i. Finalize Idea Flow - Xhoel
 - ii. User Scenarios - Drini
 - iii. Use Case – Anteo
 - iv. Functional Requirements – Xhoel
 - v. Non-functional Requirements – Erta

- Work for 2nd week:
 - i. Data Flow Diagram - Xhoel
 - ii. Activity & Swimlane Diagram – Gentian, Drini, Ajla
 - iii. State Diagram – Erta, Sara, Anteo

2. Combine work and form the second draft of the Requirements Specification Document. – Sara

Time, Place, and Agenda for Next Meeting:

Time: 10:30

Place: Epoka Campus

Date: April 27, 2022

Agenda:

1. Starting with a briefing on the current progress.
2. Each member presents his work done the previous week.
3. Discuss the next working stages.
4. Separate the roles of the next working stages.