**MEETING REPORT**

**Team Name:**  Furniture Inventory System **Date of Meeting:**  19/03/2019

**Start Time:** 12:30 **End Time:** 14:30 **Meeting Location:** E312 / Epoka Campus

**Moderator:** Eda Muka **Recorder:** Dhimitraq Stambolliu

**Other Members Present:** Goldena Hoxhaj, Kejsi Kallmeti, Pulia Letizia Naska, Marina Piro

**Members Absent:**  None

**Topics Discussed:**

In our first group meeting, we discussed about the ways of communicating between each other and exchanged our contact information’s. Also, we set the time for our other meetings, discussing about the objectives, missions and what is our program going to be focused on. Moreover, we elected a team captain and divided roles to other team members.

Mission: to help the company to better understand their assets in order to create a competitive advantage

Objectives: to create an MIS to manage their inventory and to create reports evaluating profits from manufacturer / importing products.

The program must be adaptive to the administrator and to be easily used.

**Decisions Made:**

After a long discussion of different ideas about the project we decided to implement a Management Information Systems Inventory for Klajdi Mobileri which will consist of many services provided to the company that is going to get upgraded to another level of MIS. Sections which are going to be included in the project are: suppliers, human resources, importing/manufacturing products, customer's contacts, financial management etc. Also, we have exchanged and created our GitHub accounts between each other. Moreover, we decided to have a meeting once or twice a week so we can discuss more in details and proceed to other steps of the project.

**Tasks Assigned:**

**Eda Muka** - Captain Team: responsible to send all the work and project meeting reports to the professor

**Pulia Letizia Naska** – Tester: responsible on the processing and running of the program

**Dhimitraq Stambolliu** – Editor: responsible to collect, edit and format team reports, correct grammatical errors

**Marina Piro** – Researcher: research possible libraries

**Kejsi Kallmeti** – Client Representative: coordinate with customer

**Goldena Hoxhaj** –Repomaster: helps everyone setup their git

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

Next meeting will be held at the same time (12:30-14:30), in the same classroom E312 at Epoka Campus. Next meeting will be focused on the functionalities of the MIS program and by going into more details about each section.