**MEETING REPORT**

**Team Name:** FMS  **Date of Meeting:**  02/04/2019

**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 this meeting we discussed about user requirements specification – first final draft document. Today we had just an overview of looking into every member's work and this was very helpful because allowed us to make some little changes into our first final draft. After exchanging ideas, formatting and putting all the work together, we created the final draft with all the requrements needed. Then, we printed sketches and our first final draft document in order to have it ready for our presentation next day.

**Decisions Made:**

* Having a meeting until the end of the week about the lab work
* Had a preview presentation about next day first final draft document

**Tasks Assigned:**

* Research about the tasks (lab work) that we have to handle next week
* Individual research about every every task assigned by the professor

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

Next meeting will be held at this time ( 10:00-12:00), at Mon Cheri Coffee Shop / Tirana. Next meeting will be focused on individual work and discussion about 3 tasks and progress of every member on the lab work.