**MEETING REPORT**

**Team Name: LAB1 Group3 Date of Meeting: 20 March 2024**

**Start Time: 15:00 End Time: 18:00 Meeting Location: Online**

**Moderator:** [Enriko Hyka](mailto:ehyka21@epoka.edu.al)

**Other Members Present:** [Enesi Musiçi](mailto:emusici21@epoka.edu.al)[Enad Draçini](mailto:edracini21@epoka.edu.al)[Erik Veshi](mailto:eveshi21@epoka.edu.al)[Serxhio Elezi](mailto:selezi21@epoka.edu.al)[Klajdi Gazidedja](mailto:kgazidedja21@epoka.edu.al)[Isgen Ternova](mailto:iternova21@epoka.edu.al)

**Members Absent: none**

**Topics Discussed:**

- the different topics to choose for our project.

- and voted for the leader of the group.

-how to divide the work between us.

-when and where to meet next time.

**Decisions Made:**

**Researches and System Requirements:**

Conducting thorough research is essential to understand the needs and challenges of the organization or users. This involves gathering requirements, analyzing existing systems (if any), and identifying potential technologies and methodologies that will be used in the system development process. Clear documentation of these findings ensures that the development team and stakeholders are aligned on the project goals and scope.

**Organization of the Workplace and System Development:**

The organization of the workplace plays a crucial role in system development. It involves setting up an efficient workspace for the development team, ensuring proper communication channels, and establishing project management processes. System development follows a structured approach, typically involving stages like planning, analysis, design, implementation, and maintenance. Effective organization ensures that these stages are carried out smoothly, leading to the successful completion of the project.

**Tasks Assigned:**

**Research and Organization of the Workplace:** [Enriko Hyka](mailto:ehyka21@epoka.edu.al)[Enesi Musiçi](mailto:emusici21@epoka.edu.al)[Enad Draçini](mailto:edracini21@epoka.edu.al)[Erik Veshi](mailto:eveshi21@epoka.edu.al)[Serxhio Elezi](mailto:selezi21@epoka.edu.al)[Klajdi Gazidedja](mailto:kgazidedja21@epoka.edu.al)[Isgen Ternova](mailto:iternova21@epoka.edu.al)

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

**25/03/2024 Online**