

MEETING REPORT

Team Name: Black Hats

Date of Meeting: 13/03/2024

Start Time: 13:40 **End Time:** 14:40 **Meeting Location:** A building Epoka University

Moderator: Denaldo Selala

Recorder: Hedije Jazaj & Inva Lybeshari

Other Members Present: Alesio Rajta

Arlind Alliu

Joel Bitri

Members Absent: None

Topics Discussed:

Our group discussion regarding the project proceeded as follows:

Firstly, we made a list of all the tasks to be completed for this week's lab session, them being: creating a collaborative GitHub repository, creating some brief user requirements and making a report on our group meeting.

Secondly, we each discussed about our strengths and difficulties based on these tasks, so as to divide the work load in the most effective way.

Lastly, our leader gave us our tasks in a collaborative manner, our deadlines and we agreed on when and where to hold our next group meeting.

Decisions Made:

We made several important decisions in our group meeting, one of them being our team name, which we all agreed on. Another one was to separate the workload in groups of two, as we previously grouped ourselves on our own. This decision was made in order to make collaboration easier for us, since the first choice to choose our duos was our own. The last decision made was dividing the workload. As previously mentioned, after listing and discussing our given tasks we all agreed on how to separate them between each other.

Tasks Assigned:

As group leader Denaldo was responsible for creating the collaborative GitHub repository and adding all of the team members as contributors. Together with Arlind they are in charge of organizing the repository, creating the dedicated folder and branches for the uploads, and making sure everything in them is coherent and organized.

Everyone will take part in creating the user requirements, and the discussions and ideas will be through WhatsApp. Alesio and Joel will be in charge of putting all the user requirements together afterward.

Inva and Hedije were assigned as recorders of this group meeting. They were responsible for writing down the previously mentioned tasks, strengths, and difficulties of each team member, in order to help the decision-making process, and also writing down any other important details so as to write the meeting report.

Time, Place, and Agenda for Next Meeting:

We have agreed on the next group meeting to be at the same time and place same time next week, that being: 20/03/2024, 13:40-14:40 at Epoka library. As for the agenda, what we have planned is to discuss on the next instructions given to us from our professors in our lessons/lab or via Google Classroom. Until then, we are responsible for studying the materials and completing our current tasks.