

MEETING REPORT

Team Name: [still up for debate]

Date of Meeting: 06.03.2024

Start Time: 10:40 am **End Time:** 11:40 am **Meeting Location:** Epoka Cafeteria

Moderator: Dea Molla

Recorder: Ema Kola

Other Members Present:

Aurora Zhibaj, Era Fejza, Ersido Dingo, Franko Kaloshi, Herion Halilaj

Members Absent: None

Topics Discussed:

Project topic, scope and stakeholders. General discussion regarding each member's schedule to organize the weekly meetings.

Decisions Made:

We decided on the project topic: University Management System.

We will use Google Docs and Slides to facilitate communication and collaboration every step of the way.

We drafted a general description of the project and pinpointed the stakeholders.

The scope of the project will be finalized after some "field interviews" with users of existing similar systems. Being already familiar with the system from the viewpoint of a student, we deemed it necessary to get some information from other types/levels of users.

Tasks Assigned:

Everyone will work on the shared Google Slides document formulating the general project description and stakeholders agreed on during the meeting.

Dea, Era and Franko will interview the Finance Office workers at the school.

Ema, Aurora, Herion and Ersido will interview the Dean of Students Office workers.

Time, Place, and Agenda for Next Meeting:

13 March 2024, School Cafeteria.

Reviewing each other's work and findings. Work on next week's task.