

MEETING REPORT

Team Name: MM System Date of Meeting: 09/03/2018

Start Time: 17:00 End Time: 19:00 Meeting Location: E7E(Tirane)

Moderator: Xheni Vogli Recorder: Orald Veizi

Other Members Present: Greisa Ajdini

Jola Koci

Jorgen Konini

Members Absent: (none)

Topics Discussed:

- Shared our skills and experiences
- Discussed several ideas
- Discussed how to divide the roles within the team
- What means of communication we will use

Decisions Made:

- Roles each member of the team will have:
 - Team Captain: Xheni Vogli
 - Editor: Greisa Ajdini
 - Client Representative: Greisa Ajdini, Jola Koçi, Orald Veizi
 - Tester: All in the team
 - Researcher: Jorgen Konini, Xheni Vogli
 - Repo Master: Xheni Vogli
 - Optimist, Pessimist, Analyst: All in the team
- Decided on our project idea : Medical Management System
- Decided on team name: MM System
- A Whatsapp group will be created for ease of communication

Tasks Assigned:

- Gather materials about Database structures
- Meet costumers to gather information

Time, Place, and Agenda for Next Meeting:

Tuesday (13/03/2018), University Cafeteria

- Report and analyze the materials gathered