**MEETING REPORT**

**Team Name: TechSystemsAL Date of Meeting: 21/03/2023**

**Start Time: 12:45 End Time: 13:15 Meeting Location: Cafeteria**

**Moderator: Joana Jaupi Recorder: Jon Mukaj**

**Other Members Present: Fabio Marku, Kevin Tenolli, Mateo Tuku, Joni Dajçi, Lorenc Rrapaj**

**Members Absent: None**

**Topics Discussed:**

1. **Voting for the group leader**
2. **Deciding the subject of the project**
3. **Deciding the name of the team and product**
4. **Assigning initial tasks**

**Decisions Made:**

1. Each member of the group voted in a transparent poll. After the result calculation, Joana Jaupi was chosen as the group leader.
2. Each team member took part in a brainstorming session providing ideas and thoughts about the main subject that the project will be based on. Attention was given to the originality of the idea, quality of the work it could potentially provide and its scalability. In the end, the team decided to base the project idea around an e-commerce website related to technology product and services.
3. Based on prior thoughts and considering the project idea, we decided to name our team **“TechSystem”** and our first product **“TechPlaza”**

**Tasks Assigned:**

1. **Joana Jaupi:** Plan for the meetings in the upcoming weeks and organization of task in the team.
2. **Jon Mukaj:** Prepare the communication channel and issue tracking service for the team.
3. **Fabio Marku:** Make an outline of the project scope based on the information provided by Joana and Jon.
4. **Kevin Tenolli:** Make a draft of project plan that will include the resources needed for the project, and technology used.
5. **Mateo Tuku:** Define the tech stack that will be used for the project.
6. **Joni Dajçi:** Make a roadmap of the timeline and milestones of the project.
7. **Lorenc Rrapaj:** Gather information about the market trend and competitors in addition to the needs of users in the e-commerce market.

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

Tuesday. Epoka Cafeteria. In case of any inability for meeting in person, it will be scheduled online.