**MEETING REPORT(Week 1)**

**Team Name:** Software Coders

**Date of Meeting:** 03/21/2023

**Start Time:** 10:00

**End Time:**  10:45

**Meeting Location:** Epoka University

**Moderator:** Bruno Bajo

**Recorder:** Kevin Shemili

**Other Members Present:** Leand Xhengo , Klaus Aga, Arvi Agalliu, Endri Shenplaku, Alan Petro

**Members Absent:** No one

**Topics Discussed:**

Project Overview:

The team made a discussion about what topic would be suitable for our project to develop. We agreed that our project will be a web page.

The team reviewed the technical requirements needed to develop the website, such as programming languages, software tools, and hosting services.

Decisions Made:

* The team agreed to name the group Software Coders.
* The team decided to use GitHub for version control and collaboration on the project.
* The team agreed to use a hosting service such as Heroku to deploy the website once it is complete.
* Each team member is responsible for finding at least one candidate topic for our project.
* The team will use GitHub to collaborate on the project and keep track of changes.
* Also, for task distriubtion the main mean of communication will be via WhatsApp.
* The team will research hosting services and decide on one for deploying the website.

**Tasks Assigned:**

The team assigned tasks to each member for the upcoming week. Each of the members should be responsible to get a pre knowledge about the programming languages that we are going to use in order to start the project.

More precisely:

* Each team member is responsible for completing their assigned tasks by the deadline.
* The team will use GitHub to collaborate on the project and keep track of changes so each team member should have a Github account.
* The team will research hosting services and decide on one for deploying the website.

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

Next Meeting:

The next meeting will be held at Epoka University at \_04/04/2023 10:00(time).