**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 discussed the overall project goal, which is to develop a website for a company that will include features such as administrator, manager, and worker accounts for managing employee activities and schedules.

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 use HTML, CSS, and JavaScript for the website's front-end design, and PHP and MySQL for the back-end development.

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 completing their assigned tasks by the deadline.

The team will use GitHub to collaborate on the project and keep track of changes.

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.
* 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).