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## MEETING REPORT

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**Team Name:**

**Date of Meeting:** 10.05.2023

**Start Time:** 10:45 **End Time:** 11:15

**Meeting Location:** Online

**Moderator:** Griselda Hysa

**Other Members Present:** Blerta Shabani  
Eldi Qevani  
Enes Vrana  
Florent Zani  
Gesjana Afmataj  
Melisa Alliu  
Rea Bitri

**Members Absent:** None

### **Topics Discussed:**

The objective of this meeting was to discuss and report on the progress made by the group in completing our assigned tasks for the week. We focused on utilizing diagrams to enhance our collaborative efforts and assigned each member to work on a specific user-based diagram. Each member provided an update on the progress made in completing their respective tasks. The group emphasized the importance of finishing the assigned tasks as soon as possible to stay on schedule. The members actively discussed their diagram creation process, shared best practices, and helped where needed.

### **Decisions Made:**

- Each member will complete their assigned diagram based on the respective user they are working on.
- The group will schedule regular check-ins to review and provide feedback on the diagrams.

**Tasks Assigned:** (For all members)

- Each member will be responsible for creating a diagram specific to the user they have been assigned.

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

Time: Wednesday 17.05.2023

Place: Online

Agenda: Continuing our assigned tasks.