
MEETING REPORT

Team Name:

Date of Meeting: 21.03.2023

Start Time: 10:00 **End Time:** 11:15

Meeting Location: Epoka Campus

Moderator: Griselda Hysa

Other Members Present: Blerta Shabani

Gesjana Afmataj

Rea Bitri

Melisa Alliu

Eldi Qevani

Florent Zani

Enes Vrana

Members Absent: None

Topics Discussed: During the meeting, all attendees shared their ideas about potential project topics including library, hospital, ticket booking, and online food delivery systems. After thorough discussions, we decided to focus on developing an online food delivery system. We discussed the potential benefits of creating a food delivery system, including increased convenience for consumers, potential revenue opportunities, and the ability to support local businesses. After deciding on the project topic, the group agreed to meet weekly to discuss progress and provide support to one another. The group also established a plan to divide tasks and responsibilities among members to ensure that the project progresses smoothly. The meeting was productive, and we made significant progress towards establishing a clear project topic and plan.

Decisions Made:

- After a comprehensive discussion, the project group decided to concentrate on creating an online food delivery system.
- We agreed to hold weekly meetings to monitor progress and help one another (every Wednesday).
- The communication platform will be Whatsapp.
- Technologies to be used:
 - Frontend -> HTML, CSS, JS
 - Backend -> PHP
 - Database -> MySql

Tasks Assigned: (For all members)

- The leader will open the Github repository and set other members as collaborators.
- All members must identify the key features and requirements of the food delivery system, such as the menu, pricing, delivery options, payment methods etc.
- Research existing food delivery systems and gather data on their features and services.
- Establish a team communication plan and tools to ensure effective collaboration among team members.
- Find a team name.

Time, Place, and Agenda for Next Meeting:

Time: Wednesday 29.03.2023

Place: Epoka Campus

Agenda: Gather all information from the members and assign specific tasks to each member.