**MEETING REPORT**

**Team Name:** Self-developers

**Date of Meeting:** 28th of March

**Start Time:** 16:00 **End Time:** 17:00 **Meeting Location:** Google mees

**Moderator:** Silvana Belegu **Recorder:** Sara Qafa

**Other Members Present:** Silvja Hoxhaj , Levina Perzhilla

**Members Absent:** Xhesild Nenaj , Andi Sula

**Topics Discussed:**

We discussed about what everyone’s role is going to be and gave some general ideas for what our project is going to be.

We also exchanged some ideas on how to work in an efficient way, chose the platform we are going to use and briefly discussed about the task each one of us is going to have.

**Decisions Made:**

Leader – Silvana Belegu

Project manager - Levina Perzhilla

Secretary -Silvja Hoxhaj

Customer representative -Sara Qafa

We decided to use Slack platform to do our work.

**Tasks Assigned:**

Silvja Hoxhaj is going to do the meeting report after each meeting and send it to the group. Sara is going to do the recording.

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

Next week at the same time through google meets.