

# **MEETING REPORT**

**Team Name:** Travel Services      **Date of Meeting:** 5 April,2023

**Start Time:** 11:00AM   **End Time:** 11:30 AM   **Meeting Location:** School's cafeteria

**Moderator:** Xhesi Baze   **Recorder:** Alesia Bitri

**Other Members Present:** Kevin Llaca,Antea Toska,Tea Malasi,Iglis Kociu

**Members Absent:** None

## **Topics Discussed:**

1. Team creation
2. Product idea
3. Duties to be assigned to every member
4. Creation of communication channels

## **Decisions Made:**

- The product we would create
- Duties were assigned to each member
- Communication channels were created

## **Tasks Assigned:**

- Xhesi will be starting the documentation
- Other members of the group would get cozy with using Git,GitHub and its commands

**Time, Place, and Agenda for Next Meeting:** Thursday,11 April,2023;  
11 AM - 12 PM  
School's cafeteria