**MEETING REPORT**

**Team Name: Restaurant Management Date of Meeting:26/03/2021**

**Start Time:12:30 End Time: 13:15 Meeting Location**: **Online**

**Moderator: Amalia Agolli**

**Other Members Present: Alba Meca, Egnantis Basha, Jasmina Gaxheri**

**Members Absent: Arlin Ramasaco, Albi Nikehasani**

**Topics Discussed:**

1. **The first topic of discussion was regarding the best way of communication. We decided on Whatsapp, since we all use it daily and it allows for a quick response time. We created a group dedicated to the project.**
2. **We discussed about the type of software we were going to built and agreed on creating a web application. This app is going to be a Restaurant Management System, which will be used by the restaurant administrator and staff as well as its clients.**
3. **Roles will be discussed and distributed during every meeting, depending on the requirements of each task. Until now we have set two roles:**

* **Team Leader: Amalia Agolli**
* **Editor: Alba Meca**

**Decisions Made:**

1. **Meeting Hours: 7.30 pm**
2. **Meeting Place: Online**
3. **Communication: Whatsapp and Google Meet**

**Tasks Assigned:**

**1.Getting familiar with GitHub**

**2.Looking at similar projects on the internet and from the previous years on github.com/testep**

**3.Thinking about the requirements, functions and features to be included in our application**

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

**Wednesday, 31/03/2021 at 7.30 pm, Online (on the Google Meet platform)**