MEETING REPORT - 03

Team Name: WineSight   **Date of Meeting: 20.03.2019**

Start Time: 13.15   End Time: 14.05   Meeting Location: Epoka University Library

Moderator: Anxhela Kastrati   Recorder: Borana Begaj

Other Members Present: Adelajda Rami   Erjon Halili   Lorika Bercaka

Members Absent: _____None_____

Topics Discussed:

- From Lorika's conversation with the company through the phone we were able to set up a date for the meeting with the company's representative in which we will learn more about the situation that the company is facing nowadays. **It should be mentioned that we had gone to this company for a meeting in previous months due another project.**
- We had a look at the Requirements Document for our project.
- Discussed about the users that are going to use WineSight.
- Sketched some initial ideas or formats about how we think the software will be.

Decisions Made:

1- Each member of our team should think beforehand the questions that we are going to ask in the meeting.
2- Start to think about the organization of our database.
3- Complete the first draft of the requirements within the following week.
4- Plan a meeting for the following week.
5- Start uploading more in Github.
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Tasks Assigned:

1- Prepare questions for the representatives of the company.
2- Each member should work on how we are going to organize our database.
3- We will work as a team in order to finish the draft.

4- The leader is going to submit the weekly reports and the project description in github and

Time, Place, and Agenda for Next Meeting:

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Next meeting:
Plan tasks for next week.