

MEETING REPORT

Team Name: WineSight

Date of Meeting: 12.03.2019

Start Time: 12.40 **End Time:** 14.00 **Meeting Location:** Epoka University Library

Moderator: Anxhela Kastrati

Recorder: Borana Begaj

Other Members Present: Adelajda Rami Erjon Halili Lorika Bercaka

Members Absent: (all present)

Topics Discussed:

- 1- Exchanging contact information with every member included in our team (phone numbers and email; we created a WhatsApp group).
- 2- Choosing a time for our team meetings.
- 3- Selecting the topic for our project.
Every one of us gave ideas on what or project should be about.
- 4- Assigning initial roles.
- 5- Deciding on a team name, mission and objectives.
- 6- We discussed about how we will solve the problems that the company faces.

Decisions Made:

- 1- We decided to meet at least once a week (more if is necessary).
- 2- We agreed to check our messages at least once a day.
- 3- Considering all the advantages and disadvantages of the topics that we proposed in the end we chose "Winery Management System".
- 4- We decided who should be the team captain and recorder. Other roles will be assigned in the following weeks.
- 5- We decided that we should help each other as much as we can if its needed.
- 6- We decided that our team name will be Winesight. The objective of this project is to collaborate with our team members in order to produce a software which will be used to solve a problem that exists in the company.

Tasks Assigned:

Each team member should gather general information about the company and should think about the functionalities that our management system is required to have.

Time, Place, and Agenda for Next Meeting:

Next meeting: 18.03.2019

We will further discuss some ideas that could be done to improve the company's efficiency in different areas.