

# MEETING REPORT

**Team Name:** Group 6  
**Date of Meeting:** 25/03/2022

**Start Time:** 14:00  
**End Time:** 15:45  
**Meeting Location:** Epoka University Campus

**Moderator:** Vanesa Myftari  
**Recorder:** Pellumb Sina

**Other Members Present:** Arb Koçi  
Fiorelo Hasanbega  
Romeisa Aliu  
Xhoi Muça

**Members Absent:** No one

## Topics Discussed:

During our first meeting we firstly got introduced to each other. Given that, we were able to exchange our numbers and email addresses to establish a medium of communication for the group. Suitable days and times for holding the group meetings were discussed. Everyone got to talk about their strengths, skills and where they see themselves as part of the group. We all agreed that being collaborative would help us deliver a better project at the end. Moreover, we went on brainstorming about possible software ideas that we could bring to life. What was important during the idea discussion session was for the software to actually serve a cause and help facilitate a task or solve a problem that is present in the daily activities of a business. Several ideas were given, such that "University Course Selection Software", "Restaurant Management Software", "Hotel Reservations Management Software", "Courier Delivery Software" etc. Pros and cons of each of the topics were discussed. At last, discussions about electing a group leader to organize and represent the group were made.

## Decisions Made:

- **Communication:** A WhatsApp group with all the members was created for real time and documented communication.
- **Meetings:** Meetings will be held weekly at Epoka Campus during break between course lectures.
- Arb Koçi was elected as our **group leader**.
- **The Courier Delivery Software** was elected as the best idea among the proposed suggestions.
- Thorough **research among the market** and internet will be carried out and presented between the team members for the chosen idea.

## Tasks Assigned:

For our next meeting, everyone will **research** and get familiar with the business idea that we initially chose. Personal **Git accounts** should have been created by the next meeting. **Technologies** that will be used and **general requirements** for the software will be discussed as well.

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

Friday, 01/04/2022  
14:00-15:45  
Epoka Campus