MEETING REPORT

Team Name: Everest   **Date of Meeting: 03.04.2017**

Start Time:10:30   End Time: 11:30   Meeting Location: Epoka Canteen

Moderator: Albi Trashani   Recorder: Igli Tola

Other Members Present: Ornela Torra

Arnold Valteri

Ernaldo Gjomakaj

Members Absent: -

Topics Discussed:
Since one of the team members is related to the owner of EVEREST Company, we discussed with him what the company sells, how it works, and everything needed to get started with the project. His answers helped us in having a clearer vision on what we need to impement in our project.

Decisions Made:

The main menu should have at least 4 options (for now), the first option is the transactions option, which the user can have a look at all of the transactions made. The second option is the report option, in which we can see the daily report of the company and compare, see detailed information about the sales in a defined period of time. Other option is the Debt options, in which we will write all the names of the clients which are in debts in the company, (and change the status of the debt when the debt is paid).

Tasks Assigned:
Igli took the responsibility to start the project basics. Others have duty to do research on the topics discussed above for the database and the design of the project.

Time, Place, and Agenda for Next Meeting:

Next meeting will take place at one of the meeting rooms at A- Building at Epoka University, on Wednesday, and will be discussed the progress of the project, what went wrong through the process and what should be improved.