

# **MEETING REPORT**

**Team Name: 404! Date of Meeting: March 10, 2020**

**Start Time: 11:00 End Time: 12:30 Meeting Location: Whatsapp videocall**

**Moderator: Lisbora Likaj Recorder: Arlinda Cera**

**Other Members Present: Arlinda Cera, Belinda Myteberi, Saimir Abazi,  
Xhesjana  
Cenga**

**Members Absent: No one**

## **Topics**

### **Discussed:**

- **Establish online communication methods.**
- **Decide a time about team meetings.**
- **Discuss options, approaches, what will be involved with our project.**
- **Elect a team captain.**
- **Select roles and designate responsibilities for all team members.**
- **Develop a set of team process guidelines to include: team name, mission and objectives.**

### **Decisions Made:**

- **Exchanged contact information and opened a whatsapp group only for the project development.**
- **Meeting time: Tuesday & Thursday afternoon**
- **We have already discussed on possible ideas for the project. Listed below, you can find some options and our approaches.**

**A. Online Bus Timetable for Tirana- There is no correct timetable for Tirana bus routes available so we thought to build an online system for Tirana citizens.**

**B. Accounting Software- A similar alpa program for companies.**

**C. University Forum for Epoka University- An online discussion**

group for students, professors and alumni.

D. Management system for a pharmacy - A total management system for inventory and cashier for the pharmacies.

E. Similar Quora/Reddit including chat option- A social software including question/answers and also chat.

F. Meme application- A social software for users that are fond of memes.

G. Online Restaurant System- A system that helps for the communication between the servers, administrator and bartender.

- Team captain elected- Lisbora Likaj.

- Other members' duties:

A. Editor: collect, assemble, edit, and format team reports for submission to instructor, B. project manager, and others; correct writing and grammar;

-Arlinda Cera C. Client Representative: coordinate with customer; -Saimir

Abazaj D. Tester; -All of us E. Researcher: research possible libraries; -Belinda

Myteberi F. Repo master: helps everyone setup their git;

-Belinda

Myteberi G. Optimist, Pessimist, Analyst: advocate, challenge, analyze

ideas; -Xhesjana

Cenga

- Team Name: 404! Explanation:

404! Group name does not exist

- Mission: Will be specified when we choose the final project idea.

- Objectives:

To be able to present a full detailed project at the end of the term.

To work and discuss with group members for the best results. To learn as much as possible for the software technologies. To be able to fulfill the needs of the market, an organization, an institution

or a certain group of people using this project.

## Tasks

### Assigned:

Everyone will be responsible to choose one idea and come up with research

**about different technologies we should use for the chosen idea.**

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

**Meeting:**

**Thursday, March 20- Whatsapp video call**