

MEETING REPORT

Team Name:ACE **Date of Meeting:**03/15/2019

Start Time: 10:00 **End Time:** 11:00 **Meeting Location:** Tirana

Moderator: Ina Hoxha **Recorder:** BajramCokaj

Other Members Present: Alba Brozi, Albi Cungu, BajramCokaj, Ina Hoxha, SonilaZaimaj

Members Absent: N/A

Topics Discussed:

0. First the contact information was exchanged between the members of the group it was decided that the main communication way it would be a Whats up group created for the project
1. Project idea : there were three main ideas our team members represented each of which as a main focus has the real life problems that needed a software solution

Three main ideas:

- *Dental Clinic*
- *Distribution Company Management Software*
- *Epoka Canteen Automation*

After a consult made with the professor of the subject we decided to proceed with the third topic "*Epoka Canteen Automation*"

2. *Ina Hoxha* member was chosen as the team leader
3. A brief discussion was made about the organization of the duties each member will have considering member knowledge and experience they have in each of the tasks that should be completed in the future.

Decisions Made: The group selected a team leader and assigned a role for each member of the team.

Tasks Assigned:

Some of the duties which will be need through analysis process are :

- **Editor** *Sonila Zaimaj, Bajram Cokaj*
- **Repo Master** *Albi Cungu*
- **Researcher** *All of the members will contribute about this topic*
- **Tester** *Alba Brozi, Sonila Zaimaj*
- **Ideas Analyzer** *Alba Brozi, Ina Hoxha*
- **Client Representative** *Ina Hoxha*

Some other duties that would be valid in the implemention phase are :

- **Security** *Alba Brozi*
- **Database** *Ina Hoxha*

- **Design** *Sonila Zaimaj, Albi Cungu*

Time, Place, and Agenda for Next Meeting:
Tirana 20th of March