

MEETING REPORT

Team Name: Meetly **Date of Meeting:** 13/03/2018

Start Time: 11:00 AM **End Time:** 12:30 **Meeting Location:** Epoka Campus

Moderator: Deni Daja **Recorder:** Klesti Kuka

Other Members Present: Bojken Sina

Members Absent: Ernit Hoxha

Topics Discussed:

1. We exchanged contact information with everyone on the team and created a whatsapp group for communication. We also created a Github, Bitbucket and Trello accounts to contribute for the project.
2. Determined a time for team meetings: Every Tuesday on 10:00.
3. Discussed about the project idea and decided to go forward with Meetly: A job distribution and tracking system for terrain work that includes food, health and welfare inspectors. The system will be built in Symfony and will have a cross-platform application built in React Native as a counterpart. The full features of the system are still to be discussed.
5. The team captain will be Deni Daja (Realist).
6. Other responsibilities for the members:
 - Klesti Kuka: Client Representative, Researcher, Repo Master(Optimist&Analyst)
 - Bojken Sina& Ernit Hoxha: Editors, Testers, Optimists

Decisions Made:

1. Team Captain : Deni Daja
2. Project Name : Meetly
3. Meeting Hours: Tuesdays, 10:00
4. Meeting Places: Epoka Campus
5. Communication Channel: Whatsapp/Trello
6. Tech Stack: Symfony/ MySQL / React Native

Tasks Assigned:

For the coming weeks, every member should think about the system and its features, in order to have a complete project design before starting to implement the solution.

Time, Place, and Agenda for Next Meeting:

Time : 10:00 AM

Place: Epoka Campus

Date: 20/03/2018