**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 inpectors. 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