

# MEETING REPORT

**Team Name:** Ravenclaws

**Date of Meeting:** 28/03/2021

**Start Time:** 15:00

**End Time:** 16:00

**Meeting Location:** Online, Google Meeting

**Moderator:** Denada Rama

**Recorder:** Marilena Shkurti

**Other Members Present:** Natanael Xhelilaj,  
Romario Braho,  
Denajd Hoxha,  
Rashid Serjani

**Members Absent:** -

## Topics Discussed:

1. Online communication methods
2. Team meetings
3. Project ideas and approaches
4. Team Captain election
5. Main roles and responsibilities

## Decisions Made:

1. We exchanged our contact numbers, created a Whatsapp group & introduced to each other. We decided that our main communication platforms will be Whatsapp and Google Meeting, and then also created our Github accounts where each one of us will contribute to the project.
2. Team Meetings will be held every Sunday at 15:00 where attendance is mandatory in order for our work and individual contribution to function properly.
3. We further discussed for various project ideas and agreed on building a web & mobile service for the "Mentorship Program" of Epoka University.
4. Denada Rama was elected as team captain.
5. We elaborated on different roles and what they'll be responsible for. Firstly, we decided to be divided into two main subgroups:  
Web development team (Denada in charge) & Mobile development team (Natanael in charge). Within these two subgroups, other specific roles like editor, repo master, client representative, tester, researcher, optimist, pessimist, analyst, etc, will be assigned to other members in the forthcoming weeks.

**Tasks Assigned:**

This week we only focused on assigning a project idea and a team captain. Specific roles, responsibilities and project features will be discussed & decided next week.

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

Time & Date: 15:00, 31/03/2021

Place: Online, Google Meeting

Agenda: Divide roles & discuss project specifics