

MEETING REPORT

Team Name: Bit7

Date of Meeting: May 11, 2022

Start Time: 10:45 **End Time:** 11:30

Meeting Location: Epoka Campus

Moderator: Xhoel Bano

Recorder: Xhoel Bano

Other Members Present: Ajla Hate, Anteo Guri, Drini Demushi, Ertta Tërshana, Gentian Elezi, Sara Ranxha, Xhoel Bano

Members Absent: none

Topics Discussed:

1. Fun topics.
2. Team building activities.

Decisions Made:

1. Since this week are the midterms we thought it would be nice to leave a bit the work behind and focus on the performance and mentality of our group, so we can give our best on the midterms and on the rest of the project.

Tasks Assigned:

1. Tasks for next week
 - a. Have fun – Ajla, Anteo, Drini, Erta, Gentian, Sara, Xhoel

Time, Place, and Agenda for Next Meeting:

Time: 10:30

Place: Epoka Campus

Date: May 18, 2022

Agenda:

1. Starting with a briefing on the current progress.
2. Each member presents his work done the previous week.
3. Discuss the next working stages.
4. Separate the roles of the next working stages.