

## **MEETING REPORT**

**Team Name:** Hotel Management System Team

**Date of Meeting:** 19 May 2025

**Start Time:** 19:15

**End Time:** 20:00

**Meeting Location:** Zoom Online Meeting

**Moderator:** Endri Baku

**Recorder:** Jurgen Hila

**Other Members Present:**

- Xhois Cano
- Orgest Bacova
- Daron Delvina
- Hazis Voda
- Sidrit Zela
- Sidrit Isufi

**Members Absent:**

None

**Topics Discussed:**

- New task announcement from instructor: collaboration diagrams due next week
- Clarification of responsibilities: each member creates collaboration diagrams based on their existing sequence diagrams
- Review of the class diagram and upcoming presentation of updates by Sidrit Zela
- Scheduling next review meeting before submission

**Decisions Made:**

- Each member will prepare collaboration diagrams for **all** their previously submitted sequence diagrams
- Sidrit Zela will present updates made to the class diagram for group review
- Final review session will be held before submission to ensure consistency and correctness

**Tasks Assigned:**

- **Endri Baku** – Create collaboration diagrams for all sequence diagrams assigned

- **Jurgen Hila** – Create collaboration diagrams for all sequence diagrams assigned
- **Xhois Cano** – Create collaboration diagrams for all sequence diagrams assigned
- **Orgest Bacova** – Create collaboration diagrams for all sequence diagrams assigned
- **Daron Delvina** – Create collaboration diagrams for all sequence diagrams assigned
- **Hazis Voda** – Create collaboration diagrams for all sequence diagrams assigned
- **Sidrit Isufi** – Create collaboration diagrams for all sequence diagrams assigned
- **Sidrit Zela** – Present updated version of the class diagram and assist in alignment with collaboration diagrams

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

- **Time:** Friday, 23 May 2025 at 17:00
- **Place:** Zoom
- **Agenda:**
  - Presentation of collaboration diagrams by all members
  - Review of Sidrit Zela's updated class diagram
  - Final alignment and packaging for submission