

MEETING REPORT

Team Name: OfCourses **Date of Meeting:** 29/03/2022

Start Time: 11:00 **End Time:** 11:45 **Meeting Location:** Epoka Campus

Moderator: Edison Ponari **Recorder:** Zenel Hila

Other Members Present: Dhimitri Sinjari, Frenki Ruçaj, Megi Dëma, Klea Kota

Members Absent: None

Topics Discussed:

- Project ideas
- Technologies to be used
- Frontend/backend teams division based on competences

Decisions Made:

- The communication platforms will be Whatapp and email.
- The leader, Edison Ponari, was chosen during laboratory hours.
- The project will be called OfCourses and it will be a platform for online courses used by professors and students to share lectures notes, lecture videos and assignments.
- After considering the competences of each team member, we decided that the frontend/backend teams will be:
 - Frenki Ruçaj, Megi Dëma, Klea Kota – Frontend Development
 - Dhimitri Sinjari, Edison Ponari, Zenel Hila – Backend Development
- Technologies that will be used in the project will be HTML, CSS, JavaScript, Bootstrap, PHP, MySQL and their frameworks.

Tasks Assigned:

- Edison Ponari will open the Github repository and set every other member as collaborators on the repository.
- Each member will list their project ideas and their preferred technologies so the competences are clear and documented for all the members.

Time, Place, and Agenda for Next Meeting:

- Time: Wednesday 06/04/2022
- Place: Epoka Campus
- Agenda: Discuss about more specific roles in the project and plan the project progress using a methodology to manage the progress.