**MEETING REPORT**

**Team Name: \_\_\_\_\_(to be decided)\_\_\_\_\_ Date of Meeting:\_22/3/2021\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Time: \_\_18:30\_\_ End Time: \_\_19:00\_\_\_ Meeting Location: Online (Discord)**

**Moderator: \_\_\_\_\_\_\_Kejdi Domi\_\_\_\_\_ Recorder: \_\_\_\_\_Kejdi Domi\_\_\_\_\_\_\_**

**Other Members Present: Anila Hoxha, Batjona Tahiraj, Alessia Toli, Endri Seferi,  
  
 Arber Sadushi\_\_\_**

**Members Absent: \_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Topics Discussed:**

1. **The type of project we would make**
2. **Who is going to fill the meeting reports**
3. **Different ideas for the project (programming language)**
4. **Who should be the leader of the team**
5. **What will be our team name**
6. **The software engineering models we could use for the design**

**Decisions Made:**

1. **We suggested 3 types of projects and decided to ask the course instructor about which would be out best decision**
2. **We decided that every week one of us (either by volunteering or random choice) will write the meeting report**
3. **We decided that the Python programming language would be most suitable in any case as we are more familiar with it, also had a little discussion about what our choice of IDE should be**
4. **We decided that after we get proper guidance from our professor we will choose as team leader the person whose project idea was selected**
5. **Team name will be decided together with the project**
6. **We discussed waterfall method, V-method, incremental implementation model as far as plan-driven models go and touched on agile methods even though they didn’t seem appropriate for several reasons**

**Tasks Assigned:**

1. **I (Kejdi Domi), will write the meeting report for this week**
2. **We will focus on learning Git and GitHub**
3. **We will discuss our project ideas with the professor**

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

**18:30, online (Discord), Discussing further separation of the work and how to tackle several problems within the team.**