

# MEETING REPORT

**Team Name:** Hotel Management System **Date of Meeting:** 21/04/2021

**Start Time:** 20:00 **End Time:** 21:00 **Meeting Location:** Online

**Moderator:** Fridi Shehaj **Recorder:** Gersjan Nano

**Other Members Present:** Bjorn Rexhepi

Kevin Cuedari

Elion Marku

Gled Muca

**Members Absent:** None

## Topics Discussed:

1. During this week we worked on finishing the Requirements and Specifications of our project and discussing different points of the documents such as: functional requirements and user scenarios.
2. Also we continued watching tutorials about PHP which will be implemented in the backend and HTML & CSS & JS in the frontend.

## Decisions Made:

1. Schedule another meeting to further discuss and share ideas regarding the requirements and specifications of the project.

Tasks Assigned:

1. Preparing and finishing the Requirements and Specifications document
2. Start drawing the sketches of how the application will look like.
3. Each member of the team was assigned studying material regarding to their position, such as: PHP advanced tutorials for back-end developers and HTML & CSS for front-end designers.

**Time, Place, and Agenda for Next Meeting:** Online, Wednesday, 21:00 – 22:00