MEETING REPORT

Team Name: Hotel Management System   **Date of Meeting:**   15/04/2021

Start Time: 21:00 **End Time:** 22:00 **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, our client representative, Bjorn, communicated with our client, Hotel Greccia in Dhermi, in order to collect information about the features of the hotel, number of rooms, services, restaurant and bar, number of staff, which helped us in preparing the requirements.

Decisions Made:

1. We decided the types of users that will be included in the project: manager, receptionist together with their respective access level and privileges.

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

Tasks Assigned:

1. Preparing 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