

MEETING REPORT

Team Name: TOPD **Date of Meeting:** 5 April 2017

Start Time: 10.30 **End Time:** 11.30 **Meeting Location:** Epoka Campus

Moderator: Rei Mandija **Recorder:** Egi Papa

Other Members Present: Geri Zeqiri
 Ledio Bahja
 Ergert Popa
 Varis Jorganxhi

Members Absent: none

Topics Discussed:

1. Basic Structures
2. Hierarchy rank of the departments

Decisions Made: Given the new information, it was decided on:

1. How to ease the communication between departments.
2. Provide technological means.
3. Provide a categorized user interface.
4. Provide several categories for user that will login in the system.

Tasks Assigned:

Work divided inside the group

1. Ergert Popa, Ledio Bahja, Varis Jorganxhi -> Front-end.
2. Geri Zeqiri, Rei Mandija, Egi Papa -> Back-end/ Android App
3. All team -> Documentation & formalities
4. All team -> Meeting on weekly basis

Time, Place, and Agenda for Next Meeting:

Time: 11 April 2017

Place: Epoka Campus

Agenda: Requirements