**MEETING REPORT**

**Team Name: Date of Meeting: 12/03/2019**

**Start Time: 5:00 End Time: 6:00 Meeting Location: Epoka Campus**

**Moderator: Jona Cara Recorder: Shejla Domnori**

**Other Members Present: Fiori Fizi, Halisa Quku, Valentina Roçi, Jorid Spaha**

**Members Absent: None**

**Topics Discussed:**

* Firstly we exchanged contact information with each of the team members and we created a whatsapp group. We also discussed to share a folder in drive in order for everyone to easily access the information and ideas.
* Secondly, we shared our different ideas upon making a software with the main purpose of solving a problem found in businesses and also filling the gap in the Albanian Market.
* Each team member came up with several ideas:
  + **Jona: Hotel Management System**
    - This will be a web application which aims to facilitate the management of customers and workers of Hotel Enera. It will keep track of hotel reservations, inventory management, rooms to be cleaned and so much more. A mobile application version might be added to better elaborate this idea.
  + **Shejla: Personal Health Monitoring Software**
    - Apersonal health monitoring software which would be used to monitor a person’s physical activities and vital signs, and motivating people to be more physically active.
  + **Fiori: Traffic monitoring app**
    - A traffic monitoring app in order to inform the user for the traffic conditions in different areas of interest.
  + **Valentina: Parking your car** 
    - Develops a computerized system to manage parking usage and online reservations for a parking garage**.**
  + **Halisa: Everything Makers Soft**
    - An idea to create a software in order to have a large number of professional people in different field such are plumbers, electors, mechanics etc. in a single functional system.
  + **Jorid: My Restaurant** 
    - A restaurant automation which would help restaurants for the management. It helps restaurants personnel coordinate their activities and improve their services, and for the management to track business growth and create future plans.
* **The Guidelines** that will be followed during the whole project are:
  + **Team name:**
  + **Mission:** Our mission is to create a new application, with cutting-edge technologies which are user friendly in usage and robust in operation, aiming to solve an existing problem in the market. Our team will accomplish this while providing superior quality and real commitment. Giving personal attention to each step of the project is essential to providing a fully structured and a quality software engineering project.
  + **Objectives:**

1. Detecting a problem and finding the best solution possible
2. Complete each task on time
3. Building a fully structured project
   * **Member Contact Information:**
     + Jona Cara: [jacra16@epoka.edu.al](mailto:jacra16@epoka.edu.al)
     + Shejla Domnori: [sdomnori16@epoka.edu.al](mailto:sdomnori16@epoka.edu.al)
     + Fiori Fizi: [ffizi16@epoka.edu.al](mailto:ffizi16@epoka.edu.al)
     + Halisa Quku: [hquku16@epoka.edu.al](mailto:hquku16@epoka.edu.al)
     + Valentina Roçi: [vroci16@epoka.edu.al](mailto:vroci16@epoka.edu.al)
     + Jorid Spaha: [jspaha16@epoka.edu.al](mailto:jspaha16@epoka.edu.al)
   * **Meeting Times:** We will have on average two meeting per week. The exact time and location is subject to be discussed with team members every week.
   * **Roles:**
4. **Team Captain:** Jona Cara
5. **Editor:** Halisa Quku
6. **Client Representative:** Shejla Domnori
7. **Researcher:** Fiori Fizi
8. **Tester:** Jorid Spaha
9. **Optimist, Analyst:** Valentina Roçi
   * **Conflict Resolution:**

In case of conflict, we will find the issue and discuss upon ways to solve it. If all the team members do not agree with the decision made, each of the members will vote upon one of the possible solutions proposed.

**Decisions Made:**

* Project Name:
* Team leader: Jona Cara
* Meetings: On average, two per week
* Communication channel: Whatsapp/ Email/ Trello

**Task Assigned:**

* All members shall make a detailed research of the ideas proposed and find ways on how to better elaborate them.

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

* 13/03/2019, 15:00-16:30, Epoka Campus
* Topic selection and further research of the chosen topic and technologies to be used.