**MEETING REPORT**

**Team Name:** Restaurant Management System (RMS)

**Date of Meeting:**22/03/2019

**Start Time:** 14:00

**End Time:**16:30

**Meeting Loc0tion:** Epoka Campus

**Moderator:** Xheni Sollaku **Recorder:**Eneida Berisha

**Other Members Present:** Erblin Zekthi,Kei Vrapi,Visara Krrashi

**Members Absent:** None

**Topics Discussed:**

* Clarifications of GitHub accounts
* Each member has to open a Personal\_log
* Divide the roles/works

**Decisions Made:**

* Divide our roles for each team member
* Team Leader: Xheni Sollaku
* The reporter : Eneida Berisha
* Editor: Erblin Zekthi , Visara Krrashi and Kei Vrapi
* Client Representative : Eneida Berisha and Xheni Sollaku
* Tester: All as a team
* Researcher: All as a team

**Tasks Assigned:**

The meeting of W2 consist that each team member has to be familiar with GitHub. We are going to create our personal\_log Wiki and to write what we will do.

In this meeting we discussed a lot of things about our project and every team member entered to the research phase.

Also we scheduled a meeting with Era restaurant.

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

* Thursday – 28/03/2019
* Location: Epoka Cafeteria
* Report the informations
* Analyze the materials gathered