**MEETING REPORT 1**

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

**Date of Meeting:**15/03/2019

**Start Time:** 11:00

**End Time:**13:30

**Meeting Location:** 21 Dhjetori

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

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

**Members Absent:** None

**Topics Discussed:**

* Discussed various ideas and topics about the project
* We discussed about iParking ,Restaurant Management System ,

Kindergarten, Hotel and Library System

* Selecting a team leader and the reporter
* A communication tool we will use

**Decisions Made:**

* Decided the team name: RMS
* As a team, we agreed to proceed with Restaurant Management System
* Decided to meet once a week
* Team Leader: Xheni Sollaku
* The Reporter: Eneida Berisha
* As a communication tool we will use WhatsApp
* WhatsApp group will be created

**Tasks Assigned:**

In the first meeting of W1, we only decided and clarified our basic tasks about the project and decided the project idea. As it was the first meeting, we are going to

gather more materials in the weeks that are coming.

Each team member has the responsibility to report their materials and information

due to meeting of W2.

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

* 22/03/2019
* Location: Epoka Campus
* Divide our roles/works
* Analyze the materials gathered