**MEETING REPORT**

**Team Name: CEN Dental Clinic Project**

**Date of Meeting: 9.04.2024**

**Start Time: 16:00 End Time: 17:00 Meeting Location: Brand Design Studio**

**Members Present: Ilir Gjylegaj, Aron Subashi, Bled Ibrahimi, Amira Shehi**

**Members Absent: -**

**Topics Discussed:**

* **Review of the final website content and design.**
* **Discussion on the website's search engine optimization (SEO).**
* **Preparing for the website launch.**

**Decisions Made:**

* **Approved the final website design and content.**
* **Decided to implement SEO best practices to improve online visibility.**

**Tasks Assigned:**

* **Ilir Gjylbegaj: Final review and refinement of website design and content.**
* **Aron Subashi: Review content for SEO optimization.**
* **Bled Ibrahimi: Organize the launch event and marketing materials.**
* **Amira Shehi: Enhance the online appointment booking system.**

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

* **Time: 17:00**
* **Location: Brand Design Studio**

**Agenda for Next Meeting: Final preparations for website launch, review marketing materials, discuss post-launch monitoring and feedback collection.**