**MEETING REPORT**

**Team Name: CEN Dental Clinic Project**

**Date of Meeting: 16.04.2024**

**Start Time: 17:00 End Time: 18:00 Meeting Location: Brand Design Studio**

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

**Members Absent: -**

**Topics Discussed:**

* **Final preparations for the website launch.**
* **Review of the marketing materials and launch event plans.**
* **Post-launch monitoring and feedback collection.**

**Decisions Made:**

* **Confirmed the launch date and event details.**
* **Agreed on a plan for monitoring the website's performance and collecting feedback.**

**Tasks Assigned:**

* **Ilir Gjylbegaj: Oversee all aspects of the technical launch of the website.**
* **Aron Subashi: Coordinate the distribution of marketing materials.**
* **Bled Ibrahimi: Manage the launch event and collect feedback.**
* **Amira Shehi: Implement the feedback collection system.**

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

* **Time: To be Determined**
* **Location: Brand Design Studio**

**Agenda for Next Meeting: Review feedback from the launch event, discuss any necessary adjustments to the website, and plan for ongoing maintenance and updates.**