

MEETING REPORT

Team Name: Topform **Date of Meeting:** 25/03/2022

Start Time: 13:30 **End Time:** 14:00 **Meeting Location:** Epoka A Building

Moderator: Jonel Qelemeni **Recorder:** Jonel Qelemeni

Other Members Present: Endri Kasa, Klara Hoxha, Xhemiljana Troka, Xhulia Toska

Members Absent: Ismail Ali

Topics Discussed:

Assigning teams; Choosing the team leader

Decisions Made:

This weekly meeting was an introductory one to all of us, as we got to know which groups we were assigned to. We learned about the other students we have to work with as part of a team.

We also had to choose a team leader for each group respectively. The leader was assigned according to some criteria like: good decision making, work organization, good leadership, having previous knowledge on using Github etc. For our team, the leader chosen was Jonel Qelemeni.

Tasks Assigned:

As per the following days, the same task was assigned for each team member: to think about different topics or application fields, upon which our project would be based. This will be done according to each member's experience on the topic, previous knowledge or even connections to other experienced individuals.

Time, Place, and Agenda for Next Meeting:

The next meeting will be held on Thursday, March 31st at Epoka A building. At the next meeting, the topic most appropriate and most suitable for the team members and according to the Software Engineering course will be chosen. The topics Discussed by the team will also be presented to Prof. Ari Gjerazi, in order to decide the most appropriate one.