

# MEETING REPORT

**Team Name:** Topform      **Date of Meeting:** 05/05/2022

**Start Time:** 13:00   **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:**

Working on different type diagrams

## **Decisions Made:**

This seventh week, the work towards achieving our goals continues. The main topic discussed on this week was the continuation of diagram creation and implementation. Since this is the week before the midterms, the work previously assigned is what each member has to continue completing.

So, each member has to complete the respective wikis and the tasks assigned on the previous week.

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

The next meeting will be held on Thursday, May 19<sup>th</sup> at Epoka A bulding. At the next meeting, the tasks assigned for each member will be checked if they have been fulfilled. Also the work will be divided specifically for each team member according to the weekly tasks to be done.