**MEETING REPORT**

**Team Name:** Software Ninjas

**Date of Meeting:** 25/03/2019

**Start Time:** 13:00

**End Time:** 14:30

**Meeting Location:** Epoka Campus

**Moderator:** Klaus Çepani

**Recorder:** Alisa Doçi

**Other Members Present:**

Amelia Bullari, Besnik Sulmataj, Klementina Idrizi

**Members Absent:** All members were present

**Topics Discussed:**

During our first official meeting, we further discussed our project idea and also evaluated our options on how we are going to contact the respective companies and acquire the information needed.

One of our main priorities was work distribution. We discussed with one another about our roles, responsibilities and abilities and came up with a short-term task assignment plan that we believe to be best advantageous to the project.

We also briefly mentioned the functionalities and the outlay that our software might have, the role of the database and the technologies that will be used.

**Roles Assigned:**

**Team Captain:** Klaus Çepani

**Editor:** Alisa Doçi

**Client Representative:** Besnik Sulmataj

**Researcher:** Amelia Bullari

**Tester:** Klementina Idrizi

**Decisions made:**

All members will continue working on the Requirements Specification document due next week.

Every member shall get familiar with Github.

Every member shall make a research on Construction Vehicles Rentals and it shall be discussed on our next meeting.

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

12:00 PM Thursday March 27, Epoka Campus

* Next Meeting Agenda:
* Search and choose different technologies available to develop the system.
* Communicate with the customer
* Work on this week’s assignment.