**MEETING REPORT**

**Team Name: \_PAUS\_\_ Date of Meeting: \_\_31/03/2020\_\_\_\_**

**Start Time: \_17:30\_ End Time: \_19:00\_\_ Meeting Location: \_\_\_Online\_\_\_**

**Members Present:**

**Erjona Gosturani,**

**Greta Meckaj**

**Kristiana Cukaj**

**Marina Collaku**

**Pavlina Hysko**

**Members absent: None**

**Topics Discussed:**

1. **The project topic**
2. **Communication ways between each other & exchanging information**
3. **Time setting for the other meetings**
4. **Discussion of previous examples for getting an idea**
5. **Decide on each of the group member responsibilities**

**Decisions Made:**

**Knowing the current situation of the country right now, we held an online meeting in Google Meet.**

**We decided that we should meet at least once or twice a week so we can share our researches made for the week.**

**Exchanging information regarding our family businesses, we thought why not make something related to that so it can be useful even after this school project.**

**Each member of the group opened a GitHub account.**

**After a long discussion we thought that we should decide on the project topic after we consult with the professor on the project topic since we were not sure in the topic we agreed on.**

**The project topics discussed:**

* **Delivery of dry cleaning shop**
* **Dental clinic system**
* **Hotel management system**
* **Skin care online shop**

**Tasks Assigned:**

**We discussed and we selected roles of each member of the group.**

**Captain: Kristiana Cukaj**

* **sending all work, including project reports and project meeting reports, to the instructor.**
* **disseminating the results of reviews and project feedback to the other members of the team;**
* **scheduling team meetings;**
* **coordinating project activities with your customer and interfacing with the project manager.**

**Client Representative: Greta Meckaj**

* **coordinate with customer;**
* **keep record of customer interaction**
* **advise on company information regarding the customer complaints or critics**
* **work with customer service manager to ensure proper customer service is being delivered**

**Tester: Pavlina Hysko**

* **review and analyze system specifications**
* **help troubleshoot issues**
* **create logs to document testing phases and defects**

**Researcher: Marina Collaku**

* **research possible libraries**
* **data collection and analysis**
* **qualitative and quantitative data research**

**Repo master: Erjona Gosturani**

* **helps everyone setup their git:**
* **helps if there is any problem regarding the account in the future**

**We also have to keep in mind that besides our roles we are part of a group so these roles are not strict. Everyone will help each other and in order to have a better performance in the project.**

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

**17:00-19:00 on April 2, 2020 on an Online Meeting.**

**The reason of this meeting will be to finally decide on the project topic.**