MEETING REPORT

Team Name:Quarantivity – Meaning: Quarantine + Productivity (trying our best to be productive meanwhile in the situation we are in because of COVID19)

Date of Meeting: 24 March 2020

Start Time: 18:00 End Time: 19:30

Meeting Location: Google Meet

Moderator: Klajbi Subashi

Recorder: Sara Caushaj

Other Members Present: Gjergji Piperi, Sara Bendaj, Klaid Mejdiaj

Members Absent: 0

Topics Discussed:

1) Choosing online communications methods for team meetings, due to COVID19 lockdown. (Google Meet and WhatsApp Group)
2) Deciding a time which would fit as all.
3) Electing a team captain.
4) Selecting the topic of our project and the business problem that we will solve. Some of the main ideas for the project were:
   1. Loan application (automate the loan process for both bankers and customers side)
   2. Online inventory management (total online inventory management system for a distribution company)
   3. Online pharmacy delivery (best for the situation we are now that we should not go outside, and later for many people with chronic diseases and retires that can't go themselves)
5) Assigning the roles.
6) Taking decision about team name, mission and objectives.

Decisions Made:

1) We decided to meet 1 or 2 times a week if necessary.
2) The elected captain is Klajbi Subashi.
3) Each member opened an individual GITHUB

4) Choose the business and the idea of Online Inventory Management.
5) Every member shall make a research for different management methods to help the business we have chosen.

Tasks Assigned:

Team captain: Klajbi Subashi

Client Representative: Klaid Mejdiaj

Editor(collect, assemble, edit, and format team reports for submission to instructor, project manager) and Researcher(research possible libraries): Sara Caushaj

Repo Master(helps everyone setup their git):Gjergji Piperi

Analyst(advocate, challenge, analyze ideas): Sara Bendaj

The roles assigned are not static, everyone should be multifunctional and help each other to do a better job.

Time, Place, and Agenda for Next Meeting:

14:00 PM 29/03/2020 at Google Meets
- **Next meeting Agenda to discuss the progress of this week and choose the system and methods that will help our project.**