**MEETING REPORT**

**Team Name: CEN 3 C Group 2 Date of Meeting: 20/03/2024**

**Start Time: 10:30 End Time: 11:00 Meeting Location: School**

**Moderator: Xhoni Dërvishi Recorder: Miki Belegu**

**Other Members Present: Kevin Rroga, Klejdi Cercis, Gerjan Haxhija, Kostantino Tereziu**

**Members Absent: Idris Duka**

**Topics Discussed:**

* The meeting kicked off with brainstorming and finalizing a captivating topic for the group project, ensuring it aligns with everyone's interests and course requirements.
* To maximize team effectiveness, members openly discussed their strengths and weaknesses as they pertain to the project. This transparency will help assign tasks that leverage each member's skills and identify areas where collaboration is needed.
* To keep communication flowing smoothly, the team decided on a primary communication channel. This could be a project management tool, a messaging app, or even a designated email thread.
* Finally, to ensure consistent progress, the team solidified a specific time and place for their weekly meetings. This could be a physical location on campus or a designated virtual meeting space.

**Decisions Made:**

* After careful consideration, the group chose Hospital Management System as the engaging theme for their project.
* To foster seamless team interaction, WhatsApp was selected as the primary communication channel. This will allow for quick updates, efficient information sharing, and real-time discussions.
* To maintain project momentum, the team agreed to hold regular meetings. These meetings will serve as a platform to review the week's completed work, identify any roadblocks, and ensure everyone is on the same page.
* Following the chosen communication channel (WhatsApp) or during in-person meetings, the team will collaboratively determine the next project tasks and delegate them effectively among members, ensuring everyone utilizes their strengths.

**Tasks Assigned:**

The only task assigned for this week was the same for all group members to brainstorm ideas for project requirements on the topic decided. We agreed to open a google docs shared document so everyone would be able to write the requirements they saw our project needed.

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

Our next meeting would be on school campus the following week, decided on a day appropriate for all group members.