**MEETING REPORT**

**Team Name: CEN 3 C Group 2 Date of Meeting: 02/05/2024**

**Start Time: 14:30 End Time: 15:30 Meeting Location: Epoka**

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

**Other Members Present: Kevin Rroga, Gerjan Haxhija**

**Members Absent:**

**Topics Discussed:**

* **Technologies Selection:** Evaluated various technologies for the next phase of our project.
* **Proofreading and Quality Assurance:** Agreed on the necessity to allocate dedicated time for proofreading and double-checking the requirements document to ensure accuracy and eliminate errors.
* **Task Allocation:** Equitably distributed tasks among group members based on this week's workload.
* **Next Week's Agenda and Progress Evaluation:** Deliberated on the agenda for the upcoming week to ensure project continuity and progress.

**Decisions Made:**

* **Agreed on the following stack: HTML, CSS, jQuery, AJAX, Bootstrap, and MySQL to be used for the next phase of the project in order to ensure consistency and familiarity across all team members.**
* **Allocated this week specifically for proofreading and double-checking the requirements document to ensure it is error-free and meets all standards.**

**Tasks Assigned:**

The goal for this week is to ensure the requirements specification document is thoroughly proofread and reviewed for accuracy and completeness. This involves checking for any errors or inconsistencies and making sure that the document meets all quality standards. Additionally, we will ensure that all diagrams are consistent with one another and accurately represent the project requirements. All team members are encouraged to review the entire document to identify and correct any errors. The following task assignments have been made:

The designated Google Document will serve as the collaborative platform for documentation purposes.

(link: <https://docs.google.com/document/d/14OD1nyw4zc8JPk82_-3e3D8gyviz0nYImqAY7lcdXGk/edit?usp=sharing>).

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

Time: 20:00, May 12

Place: Online

Agenda: Requirements document review, pooling knowledge and ensuring everyone is on the same page for the coding.