

MEETING REPORT

Team Name: Kindergarten

Date of Meeting: 22.04.2017

Start Time: 9:00 **End Time:** 12:00 **Meeting Location:** Iseldas's home

Moderator: Malbora Sinaj

Recorder: Megi Alimucaj

Other Members Present: Iselda Hasmuaj

Arsena Maldi

Anxhela Bali

Members Absent: -

Topics Discussed:

- The main topics that were discussed in this meeting were web application, scenarios, diagrams, phone application and use cases.
- Also we discussed about web application code.
- First of all, we control work done by each member of group.
- Megi Alimucaj and MalboraSinaj reported to other members of group what they had done with code until now.
- Anxhela Bali controlled the code done by Megi Alimucaj and MalboraSinaj.
- Iselda Hasmuaj reported about legal part of our project. Megi Alimucaj checked it once again.
- Arsena Maldi explained us the use cases and MalboreSinaj checked her work.

Decisions Made:

- We will continue with coding, but firstly we need to finish use cases totally and also, we need to start studding on diagrams.
- We will control everyday work at kindergarten and try to solve it in our project by using diagrams.

Tasks Assigned:

- Anxhela Bali will continue coding with MalboraSinaj.
- Iselda Hasmuaj will supervise the work of teachers during a normal day on kindergarten. She will keep notes on how to make their work easier with our project. Iselda Hasmuaj will visit kindergarten on Thursday and Friday (days that we are off to school).
- Arsena Maldi will supervise the work done by human resources manager. She will keep notes to see how to make our work easier with our project.

- **Megi Alimucaj will supervise work done by finance officer because the information is very confidential. She will keep notes on everything that the finance officer does and she will give ideas how to make his work easier.**
- **Megi Alimucaj, Arsena Maldi, Iselda Hasmujaj will meet together on a special meeting before the official meeting with other team members.**
- **They will organize information and make it easier for the two other team members.**
- **MalboraSinaj and Anxhela Bali also will prepare a summary of all lectures that we have done until now with professor. In that way, we will know on what to work now and what to complete during our work. They will meet together on a special meeting to discuss about these , before our official meeting.**

Time, Place, and Agenda for Next Meeting:

- **The next meeting will take place on Iselda's home, on Saturday, and will be discussed the progress of the project, what went wrong through the process and what should be improved.**