MEETING REPORT

Team Name: EDMS   **Date of Meeting:**   10.04.2018
Start Time: 11:20   **End Time:** 12:25   **Meeting Location:**   Epoka Dormitory

Moderator: Nail Spahija   **Recorder:**   Klevis Xhyra

Other Members Present: Kristjan Pashollari
Semih Zengindemir
Aldo Lisi

Members Absent: -

Topics Discussed & Decisions Made:

After today's evaluation we received from the processor we decided to had a meeting in the evening. The meeting would consist on fixing the document and assigning tasks to each member to start designing the webpage.
So we agreed with each other to rewrite the Product Description/fundamental requirements and the explanation of the project, more in details.
Also we discussed about the graphs that we learned today in the lecture. We have to draw graphs for our project and all the necessary diagrams. We decided to work on **draw.io** to design all of the drawings. So we prepared a TODO list as below:
- *Deal with the User Scenarios*
- *Diagrams for the User Cases*
- *Recheck everything from the beginning*

Beside the above duties everyone took responsibilities about building his own page. As the project will consist on multiple pages each of us took a user interface to build according to the sketches that Nail draw.

Tasks Assigned:

So task assigned after this meeting are as following:
Klevis – Technical Staff Page
Semih – Finance Page
Kristjan – Dormitory Assistant Page
Nail – Director Page
Aldo – Students Page
So mainly these were the tasks assigned.

Time, Place, and Agenda for Next Meeting:
For the next meeting we decided to have it in Dormitory on the Monday but it may change due to discussion on WhatsApp.