

## MEETING REPORT

<b>Team Name:</b> EDMS		<b>Date of Meeting:</b>	01.05.2018
<b>Start Time:</b> 11:20	<b>End Time:</b> 12:25	<b>Meeting Location:</b>	Epoka Dormitory
<b>Moderator:</b> Nail Spahija		<b>Recorder:</b> 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 professor we decided to had a meeting in the evening. The meeting would consist on starting designing our template.

We decided to prepare some own templates related to our project.

Klevis – Technical Staff Page  
Semih – Finance Page  
Kristjan – Dormitory Assistant Page  
Nail – Director Page  
Aldo – Students Page

So mainly these were the tasks assigned.

### Tasks Assigned:

So task assigned after this meeting are as following:

Klevis – Swimlane Diagram  
Semih – Collaboration Diagram  
Kristjan – State Diagram  
Nail – Sequence Diagram  
Aldo – Activity Diagram

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.