**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.