

MEETING REPORT

Team Name: Bits Please

Date of Meeting: 6th of June 2017

Start Time: 9:30 PM **End Time:** 12:30 PM

Meeting Location: Epoka Lab

Moderator: Xhina Kamberi

Recorder: Ana Basha

Other Members Present:

Armeno Sadiku

Xhulio Jamaku

Members Absent:

Olsi Hasa

Topics Discussed:

As the final lab hour before submitting the project and presenting it, this was an important meeting as the Professor made his final remarks about the document. Xhulio displayed to the other members the work he had done and everyone appreciated his work. Armeno, Xhina and Ana also added that they were almost done with their work too and would gather everything they had done and update it.

Decisions Made:

The last meeting should be held on Saturday.

Tasks Assigned:

- Armeno will continue his work with the diagrams, Xhina will continue to collaborate with Xhulio for the Software Code section. They will both review and update the document. Ana was assigned to upload all the meeting reports in GitHub and also finish Project Management and Stakeholder's Sign Off..

Time, Place, and Agenda for Next Meeting:

Next meeting will take place outside Epoka University, on Saturday