

## **Meeting 1 Report**

### **Step 1: Form Teams**

**Final Due Date:** 02.04.2020

**Team Name:** Distribution System

**Date of Meeting:** March 28, 2020

**Start Time:** 15:00 **End Time:** 16:30

**Meeting Location:** Zoom app

**Moderator:** Rei Nuriu

**Recorder:** Ermir Hidri

**Other Members Present:** Mateo Bako, Ronald Dumani, Invis Topalli

**Members Absent:** No one

### **Topics Discussed:**

- Firstly we shared contacts (emails and phone number) and also opened and organized a github account for every member.
- We arranged a schedule which consists of two meetings per week.
- It was better for each member of our group for the meetings to be held at 18.00 on Monday and Wednesday.
- Of course the meetings will be held online by using Zoom application due to the situation we are.
- Also we decided to have a group in whatsapp in order to share ideas every time we have something and so each member will be able to answer and discuss at each time of the day.
- We elected a team leader.
- We defined and arranged roles and duties for each member of the group.

### **Project idea:**

Every member of our group came up with some ideas but we all decided to create a software which is going to help a distribution company(company that distributes sweets). Since the owner of the company is sure that with the help of an online system his profits are going to raise at about 10-15% per year we decided to take this responsibility and design a software.

**Team captain elected:** Rei Nuriu

**Other members' duties:**

Ronald Dumani: Client Representative

Ermir Hidri: Researcher

Mateo Bako: Repo Master

Invis Topalli: Tester

Rei Nuriu: Editor

**Team Name:** Distribution System

**Mission:** Create a system to solve problems of the company in order to increase their profits.

**Objective:** Try to learn as much as possible in class and apply the knowledge in our project. At the end of the semester we should come up with a system that must be ready to be implemented at a real company.

**Next meeting:** April 6 2020 (Monday)

18.00