

MEETING REPORT

Team Name: Maverick Group (2/4) Date of Meeting: 19/03/2019

Start Time: 10:00 End Time: 11:00 Meeting Location: Epoka University

Members: Xhovana Gjinaj & Sara Makishti

Topics Discussed:

- 1. The project topic**
- 2. Discussion with our client**
- 3. The division of workload**
- 4. The overall system design**

Decisions Made:

- 1. We decided to work on 'Alumni Management System', whose main purpose will be the digitalization of every of every Epoka alumni student information into a well-structured management system, integrated with a social network that will facilitate communication between alumni students and the Career Planning and Alumni Office.**
- 2. We decided to schedule a time to talk with the head of CPAO at Epoka premises and further discuss on the current problems of this office and how a management system can be designed to solve these problems.**
- 3. We decided that the AIS (Alumni Management System) will be in the form of a web application, accessed by all alumni students of Epoka University.**
- 4. As we are only two people working on this project, we will be sharing most of our upcoming tasks between each other.**
- 5. The initial design was thought similar to the existing EIS (Epoka Interactive System) but including the social network part for communicating easily.**

Tasks Assigned:

- 1. Contacting our client and getting information on how the CPAO currently handles its alumni student data.**

Time, Place, and Agenda for Next Meeting:

To be decided within this week.