

# **MEETING REPORT**

**Team Name: Maverick Group (2/4)      Date of Meeting: 22/03/2019**

**Start Time: 16:00   End Time: 20:00   Meeting Location: Destil Hostel**

**Members:      Xhovana Gjinaj & Sara Makishti**

## **Topics Discussed:**

- 1. Decisions made on the client's initial information**
- 2. Research on similar alumni management systems**
- 3. Planning out the structure of the system**

## **Decisions Made:**

- 1. After discussing with the head of CPAO on the current problems of the office regarding the management of alumni student data, we created a general outline of our to-be implemented system.**
- 2. We did a web search on alternatives of similar systems and the functionalities they provided. One particular alumni management system that helped us to have a clearer vision of our project was AlmaShines.**
- 3. We decided to start working on the requirements by our next meeting in order to complete the first draft of project documentation.**

## **Tasks Assigned:**

- 1. Both of us will research more on alternatives of similar systems.**
- 2. We should be familiar with the requirements specifications as we're going to start working with them by our next meeting.**

## **Time, Place, and Agenda for Next Meeting:**

**To be decided within this week.**