

## MEETING REPORT - 01

Team Name: PMS Date of Meeting: 13.03.2018

Start Time: 11:00 End Time: 14:00

Meeting Location: Epoka University Library

Moderator: Sara Qirko Recorder: Ariola Lami

Other Members Present: Kejda Balla

Members Absent: Ilvana Dollaroviq

### Topics Discussed:

1. Exchanging contact information with everyone on our team (email, phone numbers and WhatsApp group).
2. Choosing a time for team meetings.
3. Establishing a minimum frequency for message checking.
4. Choosing a topic for our project.

Every member of the group brainstormed some topic ideas:

- Polyclinic Management System
- Hotel Management System
- Movie Tickets Management System
- Library Management System
- Bus Management System

5. Electing a team captain.
6. Selecting roles for all team members.
7. Choosing team name, mission and objectives.
8. Discussing how conflicts will be resolved.

### Decisions Made:

1. We decided to meet once a week.
2. We agreed to check our messages at least once a day.
3. Taking into consideration the pros and cons of each topic, we decided to choose "Polyclinic Management System (PMS)".
4. We decided that our team captain will be Sara Qirko.
5. We decided who should be the captain, the editor, the client representative, the tester, the researcher and the repo master. However, we decided that we should help each other with everything we can.
6. We decided our team name to be the same as our project name, PMS. The objective of this project is to learn to collaborate with our team members in order to produce a software, that will be used to solve an existing problem.

7. In case of a conflict, each member of the group should agree to communicate and give opinions. We will discuss and analyze the problem and together we will reach to a solution.

**Tasks Assigned:**

We decided that every member of the group should be thinking about the functionalities that our management system should have. We should also be thinking about the technologies and platforms that we may use.

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

Next meeting: 22.03.2018, Tirane

We will discuss about the functionalities of our management system.