

Week 1

MEETING REPORT

Team Name: B3Albania - OSMS Date of Meeting: 14.03.2018

Start Time: 10:00 End Time: 11:15 Meeting Location: Epoka

Moderator: Tajda Kumbulla Recorder: Greta Daci

Other Members Present: Andi Shalzi, Libjon Cako,
Kendi Hasco

Members Absent: Mario Ksirra

Topics Discussed:

- Discussed for some project ideas.
- Discussed the separation of the duties each member will have during the analysis process
- Discussed that we will make a project based on a real client requirements.

Decisions Made:

- Decided a "Whats App" group to be created as the main communication way for any problem.
- Decided that the tasks will be shown on "TRELLO".
- Tajda Kumbulla was chosen as the team leader

Tasks Assigned:

- ① Editor: Kendi Hasco, Mario Ksirra
- ② Repo Master: Andi Shalzi
- ③ Researcher: Tajda Kumbulla, Greta Daci, Andi Shalzi, Libjon Cako
- ④ Tester: Greta Daci, Libjon Cako
- ⑤ Ideas Analyzer: Tajda Kumbulla
- ⑥ Client Representative: Tajda Kumbulla

Time, Place, and Agenda for Next Meeting:

Next meeting: 21.03.2018, 10:30 at Epoka University