MEETING REPORT(Week 3)

Team Name: Software Coders

Date of Meeting: 04/04/2023

Start Time: 10:00

End Time: 10:45

Meeting Location: Epoka University

Moderator: Bruno Bajo

Recorder: Kevin Shemili

Other Members Present: Leand Xhengo , Klaus Aga, Arvi Agalliu, Endri Shenplaku, Alan Petro

Members Absent: No one

Topics Discussed:

Project Overview:

Generally, the team had gained knowledge about the topics that were discussed in the previous week such as: Human Resources Management. We had a discussion about how many users our project should include and we agreed to let 3 types of users as part of our system namely: Administrator, Human Resources Manager and Employee.

Decisions Made:

As the front-end is a quite essential component of the project, we decided to start from this part. Actually, some suggested that we should look at templates online and that was a particularly brilliant idea. After a quick search we came up with some templates and decided to make use of them by changing certain features according to specific needs that may appear later. We decided that the 3 main panels and other pages that we are going to create should look similar to one another in order for the transition between pages to be smooth.

Tasks Assigned:

All in all, the tasks assigned for the following week are more focused on these topics:

1. The team members should search for suitable templates for the 3 main panels: Admin Panel, HR Panel, and Employee Panel.
2. The templates should be adaptable for future needs such as human resource management, project tracking, and communication between different users.
3. The template should provide a clean, user-friendly interface to avoid confusion and ensure a smooth user experience.

Another crucial task for each team member is to brainstorm and identify the specific functionalities that each of the 3 user types (Admin, HR, and Employee) will have in the web application we are developing. Team members should also consider any additional features or integrations that could be useful for the web application, such as calendar integration, file sharing, or real-time notifications.

Time, Place, and Agenda for Next Meeting:

Next Meeting:
The next meeting will be held at Epoka University at _04/11/2023 10:00(time).