MEETING REPORT(Week 4)

Team Name: Software Coders

Date of Meeting: 04/11/2023

Start Time: 11:00

End Time: 11:45

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:

Till now our project will have 3 users namely: Administrator, Human Resource manager and Employee . Each of them will have different privileges according to the position that it has in the company. We have made a general distribution of who will be responsible for which panel. Here is an overview:

Administrator Panel- (Kevin Shemili, Bruno Bajo ,Alan Petro)

HR manager Panel- (Bruno Bajo, Alan Petro)

Employee Panel- (Leand Xhengo, Klaus Aga, Endri Shenplaku, Arvi Agalliu)

Decisions Made:

As aforementioned the web page will have 3 types of users. Here are some of the privileges that the team decided that each type of the user will have.

1. **Administrator**- will be responsible for controlling the overall flow of the company. Some task that he will have would be :

- Can view general information about the HR resources project (main page)
- Can log in to their account
- Can access and modify their personal information
- Can manage user accounts (add, modify, delete) for all user types
- Can assign and revoke privileges for HR Managers and Employees
- Can view and generate reports related to HR data and performance metrics
- Create project and announce them in company
- Can manage the overall finance of the company (wages, expenditures, profit)
- Can manage system settings, such as security features and data backup
- Can approve or reject requests made by HR Managers and Employees
- Can change their account password
  - Can log out

2. **HR manager:**

- Can log in to their account
- Can access and modify their personal information
- Can manage employee accounts (add, modify, view, delete)
- Can view and update employee profiles, including personal information, work history, and   performance evaluations
- Can assign and delegate tasks to Employees
- Can approve or reject requests made by Employees
- Can generate and analyze HR-related reports
- Can change their account password
- Can log out

3. **Employee:**

- Can log in to their account
- Can access and modify their personal information(partially)
- Can view their own work history, performance evaluations, and employee benefits
- Can request time off, submit expense reimbursements, and update personal information
- Can send request to participate for a certain project
- Can communicate with HR Managers and other employees through a

messaging system or email
- Can participate in company-wide surveys, feedback initiatives, or polls
- Can change their account password
- Can log out

Also, our deep focus was on the documentation part. However, this has to do with tasks for the upcoming week.

Tasks Assigned:

These are the tasks for the following week.

1. The prior task will be to distribute the job to complete the documentation up to chapter 3.

2. Each of the members should be assigned at least 5 tasks in the documentation in order to evenly distribute the work.

Time, Place, and Agenda for Next Meeting:

Next Meeting:
The next meeting will be held at Epoka University at _04/19/2023 10:30(time).