

# Minutes from previous meeting

03.04.2024

## Client:

Frank de Lepper  
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Location	R10 2.60
Starting time	13:30
Duration	30min
Ending time	14:00

## Team:

Nyambe Imasiku - 525792@student.fontys.nl  
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## Meeting Leader:

Samuil Kozarov - 527531@student.fontys.nl

## Summary:

- Making clear what documents will be sent prior to the meeting starting from next week
- Overview of what we did so far

## Discussing the departments and employees requirements:

- Department managers should manage the schedule, not the HR manager.
- Stock should be managed by the depot manager, and the product manager should be responsible only for the catalogue.
- Sales manager responsible for setting the price.
- Sales representatives should be able to make a replenishment request for a product.
- Depot workers keep track of stock in the depot and process stock requests.
- Asking about the color of the app. Red accents, not dominating. Have a good balance of colors.
- HR manager should be responsible for managing employees and archive of the employees no longer working.
- As soon as possible employees should be able to mark availability through a web application.

## Discussing about using the issue board:

- Asking about the product backlog
- Working in agile is a joined responsibility, we must create a list of tasks and features to implement, and independently we need to each take the initiative to pick up a task and work on it, and record the status of the task at each stage through the git lab product Backlog
- BackLog must include 6 lists: all, open, Working on it, Testing, Complete, closed
- Create a activity diagram(Flowchart) for the automatic scheduling feature