

MEETING REPORT

Team Name: ZIP

Date of Meeting: 17.03.2020

Start Time: 15.00 **End Time:** 16.30

Meeting Location: Online meeting

Moderator: Kimberli Troka

Recorder: Devis Myteveli

Other Members Present: Klea Uka, Sheila Pinari, Ada Dedja

Members Absent: None

Topics Discussed:

Firstly, we discussed about communication forms where we decided that the best option would be WhatsApp and online meeting, due to the current situation.

Secondly, we brainstormed about different software ideas that could help different types of businesses such as

- restaurants to help their employees to know their weekly working hours and solve their job related problems,
- supply and delivery management for manufacturing companies,
- gas station,
- farms,
- travel agency,
- cruises and
- human resource management for a hospital.

Moreover, we discussed the possible and most convenient and reliable ways we could get all the information needed to handle the problems found in the business in the best way possible.

We also discussed about the suitable role of each member of our team.

Mission: Our mission is to create a new system and help in the automation of the business which will aim to solve the problems that arise within the business and in its relationship with its customers/suppliers.

Objectives:

- ✓ To select a business which is in greater need and to find the most effective solution.
- ✓ To collect and prepare information through applying effective research and organizational skills.
- ✓ To successfully develop our project with all the required tasks and parts.
- ✓ To claim great satisfaction by completing our project in a pandemic time.

Decisions Made:

Communication: WhatsApp group / E-mail

Meetings will be held online due to Corona Virus and will report them weekly.

Every team member will do general research in the industry and gather information related to the topic. We selected a team leader and assigned a role for each team member.

Team name: ZIP in this case its meaning is: a group that is able to compress (all work) so that it takes less effort and time, but still able to deliver the work at top level.

Tasks Assigned:

Kimberli Troka: Team Captain; Client Representative: coordinate with customer;

Ada Dedja: Tester; Editor: collect, assemble, edit, and format team reports for submission to instructor, project manager, and others; correct writing and grammar

Klea Uka: Optimist, Pessimist, Analyst: advocate, challenge, analyze ideas;

Sheila Pinari: Researcher: research possible libraries;

Devis Myteveli: Reporter

Note: All members will help each-other when needed. Also they will contribute as testers and researchers.

Time, Place, and Agenda for Next Meeting:

- Next meeting will be held on 27.03.2020, time 15:00 – 16:30 online.
- To discuss all the information collected and systems to be used in the project, and to take the final decision for the topic.