MEETING REPORT WEEK 2

Team Name: Group 1 SWE

Date of Meeting: 10/03/2025

Start Time: 17:00

End Time: 17:15

Meeting Location: Metro Classes

Moderator: Xhesjano Halla

Other Members Present: Anjeza Xhelilaj
Ema Elezi
Laura Dule

Members Absent: None

Topics Discussed:

During this meeting, we set up our group GitHub repository and added all members as contributors, with our leader managing the setup. We uploaded the initial documentation outlining our progress from the first week.

Next, we collaborated on expanding the system's features based on individual research. This included discussions on how the finance dashboard should display requests (with status options: Accept, Decline, Pending), as well as UI concepts for viewing classroom inventory across university buildings.

We also reviewed our documentation.

Xhesjano had completed drafts for both functional and non-functional requirements, and the rest of the team continued developing the non-functional documentation and other related sections.

Then he introduced the group to the .NET technology and explained the development workflow we will follow for the backend.

In addition to finalizing documentation requirements, we agreed to begin designing the project prototype. This will help visualize key features and ensure alignment before moving into the development phase.

Decisions Made:

Finance Department would have the possibility to:

- Decide which stock will be removed, placed, and in which storeroom.
- Manage the overall inventory system
- Track inventory status and decide when to purchase new items
- Predict future stock needs
- Manage user privileges and roles
- Accept or decline requests from University Staff, IT, Handyman, or Club Coordinators

University Staff would have the possibility to:

- Request quality checks for their office or class, especially before events
- Ensure classrooms are in good condition with help from IT and the Service Department
- Edit the status of items in their own office
- Professors can edit the status of items in the class they teach

IT Department would have the possibility to:

- Receive and respond to requests regarding device checks and replacements
- Update the system when devices are changed or fixed
- Track stock needs related to IT equipment
- Decide placement of IT-related stock and update the inventory accordingly
- Submit requests to Finance for additional devices

Service Department would have the possibility to:

- Respond to requests for classroom checks and material repairs
- Track and manage their own stock needs
- Decide where their managed stock is placed and update the system
- Forward new item requests to the Finance Department

Tasks Assigned:

- Keep working on the documentation, including diagrams and writing down what our system should do (functional and non-functional requirements)
- Learn more about .NET so we can be ready to build the backend part of the system
- Start creating a first version (prototype) of how our system will look and work
- Build the database and draw diagrams to show how the data will be connected

Time, Place, and Agenda for Next Meeting:
Date: At 27/03/2025
Time: 16:15 – 16:30
Place: Metro Classes