

# MEETING REPORT WEEK 1

**Team Name:** Group 1 SWE

**Date of Meeting:** 03/03/2025

**Start Time:** 17:30

**End Time:** 17:45

**Meeting Location:** Metro Classes

**Moderator:** Xhesjano Halla

**Other Members Present:** Anjeza Xhelilaj  
Laura Dule  
Ema Elezi

**Members Absent:** None

## Topics Discussed:

During our initial team meeting, we reaffirmed our collaboration as a group, since we had already worked together on previous projects during the last semester, the foundation of trust and teamwork was already present. Once we established a good team connection, we selected our group leader. After that, we agreed on our communication methods and the frequency of our future meetings. Then we focused on selecting the project topic. We began by brainstorming various ideas that received the most votes and sparked our interest. Ideas ranged from general management platforms to course-specific tools. After narrowing down our options, we consulted with our professor to validate our direction. After mutual discussion and feedback, we collectively agreed to develop a *University Inventory Management System*, which would serve as a platform aimed at streamlining the handling of materials, equipment, and assets used across the university. The university itself will serve as the client for our system, while the end users will include various university staff members such as the *Finance department, IT staff, and University Administrators*. We elected *Xhesjano Halla* as our team leader, given his familiarity with the university's internal processes and IT infrastructure, which makes him an ideal bridge between the system's real-world application and our technical development. Looking ahead to the next week, our team will be focused on shaping a clear conceptual design that defines the problem we're solving, outlines the required functionalities, and begins formalizing the documentation of requirements. Moreover, each of us shared the technologies we like and how we could use them to build the project better, we talked about who could work on what based on our strengths. This helped us get a clearer idea of how we'll work together as we start building the system.

### **Decisions Made:**

- We decided to use **WhatsApp** for our communication, as it's the most convenient and accessible platform for all group members.
- We plan to hold our upcoming meetings once a week, most likely on **Mondays or Thursdays**, depending on our class schedules.
- Leader of the group was elected **Xhesjano Halla**
- Topic of project: **University Inventory Management System**
- Technologies to be used:
  - Frontend (HTML/CSS/JS why not frameworks)
  - Backend (.NET)
  - Database (MySQL)

### **Tasks Assigned:**

- Leader needs to create the main Github repository
- Creating Github accounts (if any member does not already have one)
- Researching how other universities manage their inventory and how staff use those systems to find what works best and what can be improved
- Taking a deeper look at our project idea and working together to define the functional and non-functional requirements of the system

### **Time, Place, and Agenda for Next Meeting:**

**Date:** At 10/03/2025

**Time:** 17:00 – 17:30

**Place:** Metro Classes