

MEETING REPORT

Team Name: __Coding Chaos__

Date of Meeting: 25.03.2020

Start Time: 14:00 **End Time:** 15:30 **Meeting Location:** Microsoft teams video call

Moderator : Blirona Keraj

Other Members Present: Inejda Pali,Fiorela Marra,

Xhoana Hajdari,Tomi Jorgji, Tea Facja

Members Absent: ---

Topics Discussed:

- The means of communications used to frequently work as a team for the projects requirements
- Discussion concerning the problem that we will try to address and exchange different possible ways of solution
- Select roles and assign the responsibilities for each member
- Develop a set of team process guidelines to include: Team name, mission and objectives

Decisions Made:

- We exchanged the contact information with each other. We will communicate mostly on WhatsApp by text messaging and also we will use the Microsoft Teams for video calls. The frequency of the communication is flexible but the meetings on Wednesday and Saturday are a must.
- Discussing about the topic of the project we came up with different options:
- The job role assignment is done in this way(may change according to the demand of the process):
Team captain:Blirona Keraj

Client Representative(coordinate with customer): Inejda Pali

Editor(collect, assemble, edit, and format team reports for submission to instructor, project manager):Tea Facja

Repo Master(helps everyone setup their git):Tomi Jorgji

Researcher(research possible libraries):Fiorela Marra

Analyst(advocate, challenge, analyze ideas): Xhoana Hajdari

1. Developing a system for an online University's Library (which books are available, lending, requesting etc.)

2. A system for a parking lot- keep track of the cars by plate number and calculate the time for billing
3. A inventory system for a small business
4. Creating a system for a Dental Clinic
5. A construction company system

Among all these ideas we decided to develop a system to organize all the services and customers, helps the clinic to easier manage the operations, schedules, keep track of the patients cards etc. in other words be more efficient.

- We decided for our team name to be Coding Chaos
Mission: Finalize the project with a well developed system that actually serves its purpose and to address and give solution for the case of the Dental Clinic

Objectives:

- a) Put into practice the knowledge learned in the Software Engineering and the previous related courses
- b) Establish a solid team with a regular communication and disciplined work schedule
- c) Create a system that will be functional for the features planned to be included despite the further improvement and additional features that will be needed after the system is deployed and used.
- d) Be able to make the system as much user-friendly as possible in order to be usable by everyone

Tasks Assigned:

Fulfill the responsibilities of the role assigned and do a research about the topic selected. Read about different programming languages, possible current solution on internet, the information needed about the dental clinic. Be punctual for the next meeting.

Time, Place, and Agenda for Next Meeting:

14:00 Microsoft Teams, on 29.03.2020