

MEETING REPORT

Team Name: Bit7

Date of Meeting: April 13, 2022

Start Time: 10:45 **End Time:** 11:30

Meeting Location: Epoka Campus

Moderator: Xhoel Bano

Recorder: Xhoel Bano

Other Members Present: Ajla Hate, Anteo Guri, Drini Demushi, Erta Tërshana, Gentian Elezi, Sara Ranxha, Xhoel Bano

Members Absent: none

Topics Discussed:

1. Erta (L), Anteo – designed prototypes based on the project idea “flow”.
2. Gentian (L), Drini, Ajla– created and designed first use cases based on the project idea “flow”.
3. Sara (L) – as the documentation representative researched and kept track of the Requirements Specification Document (Template).
4. Discussed about the next stage which will be mainly focused on completing the first draft of the Requirements Specification Document. Also, separated the workload in small groups.

Decisions Made:

1. Erta (L) and Anteo worked and created some prototypes/mockups based on the idea flow. Erta created some detailed sketches while Anteo used his previous research on “Same topic ideas” and put screenshots of them to build our flow.
Results can be seen here: <https://github.com/xhoel-bano/Professional-Practice-Management-System/tree/main/Prototypes%20-%20Draft%201>
2. Gentian (L), Ajla and Drini worked and created the first draft of the use case based on the idea flow. Gentian as the task leader separated the workload so each friend think and create a usecase for one of the actors. Than Gentian combined all the use cases to create the full view. Results of the first draft of use case can be seen here: <https://github.com/xhoel-bano/Professional-Practice-Management-System/tree/main/UseCase%20-%20Draft%201>
3. Sara as the documentation representative presented to us the first work (topics) to do in order to complete the first draft of the Requirements Specification Document.
4. Work separated to small groups:
 - Executive Summary - Xhoel
 - Product /Service Description - Xhoel
 - Functional Requirements - Erta
 - Non-Functional Requirements - Xhoel
 - User Scenarios – Sara (L), Anteo
 - Use Case Extended – Gentian (L), Ajla, Drini

Tasks Assigned:

1. Work based on the Requirements Specification Document:

Executive Summary - Xhoel

Product /Service Description - Xhoel

Functional Requirements - Erta

Non-Functional Requirements - Xhoel

User Scenarios – Sara (L), Anteo

Use Case Extended – Gentian (L), Ajla, Drini

2. Review & Finalize the UseCase diagram. – Xhoel, Anteo

3. Combine work and form the first draft of the Requirements Specification Document. – Sara

Time, Place, and Agenda for Next Meeting:

Time: 10:30

Place: Epoka Campus

Date: April 20, 2022

Agenda:

1. Starting with a briefing on the current progress.
2. Each member presents his work done the previous week.
3. Discuss the next working stages.
4. Separate the roles of the next working stages.