

MEETING REPORT

Team Name: Bit7

Date of Meeting: April 06, 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, Ertë Tërshana, Gentian Elezi, Sara Ranxha, Xhoel Bano

Members Absent: none

Topics Discussed:

1. We choose our work methodology and based on that we selected the appropriate tools and software to organize it:
2. Define the working stages and flow. Also as a leader I choose a way to incorporate all my friends to all stages by creating small working groups, each group with one representative (L), based on the work flow of each stage.
3. Brainstorm about the “flow” of our project idea (PPMS).

Decisions Made:

1.

- Work Methodology: Scrumban
 - Work-method -> Scrum
 - Work-flow -> Kanban
- Software & Tools to organize our work
 - Asana
 - GitHub
 - Google Drive
 - WhatsApp

2.

Working Stages

- 1) Research
- 2) Prototype & Use Cases
- 3) Review step 2 & Requirements
- 4) Finalize step 2 & 3
- 5) Diagrams
- 6) Production:
 - Documentation
 - Code

Work-Flow

ToDo (Design & Diagrams)

Gentian (L)

Drini

Ajla

Analysis & Review

Anteo (L)

Sara

Erta

Xhoel

Prototype

Erta (L)

Xhoel

Documentation

Sara (L)

Ajla

Code

Xhoel (L)

Erta

Drini

3.

Businesses: register in our platform, log in, creates job & internship opportunities and shares them, access students' profile, make agreements with students “sign contract”, access and complete students' professional practice documentation

University: registers in our platform, log in, create classes, assign a professor to each class created, assign a career office representative, creates job & internship opportunities inside its premises and shares them,

PPMS Professor: login, inserts emails of students in the class created, access students' profile, accesses students' practice contracts, keep track with student practice documentation

Student: registers in our platform, log in, creates his profile, edits his profile, accesses his professional practice class, accesses job & internship opportunities, applies to them, reaches agreement with the business, keeps up with practice documentation, after ending professional practice course can access all the job & internship opportunities.

Career office representative: login, access job & internship opportunities, download them as a pdf so he can share them through email.

Admin: login, access universities, access student's profile, access businesses (for all of them Add, Remove, Edit).

Full Idea-Flow schema here: <https://github.com/xhoel-bano/Professional-Practice-Management-System/tree/main/Idea%20Flow>

Tasks Assigned:

1. Erta (L), Anteo, Xhoel – design prototypes based on the project idea “flow”.
2. Gentian (L), Drini, Ajla– create and design first use cases based on the project idea “flow”.
3. Sara (L) – as the documentation representative must research and keep track of the Requirements Specification Document (Template).

Time, Place, and Agenda for Next Meeting:

Time: 10:30

Place: Epoka Campus

Date: April 13, 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.