MEETING REPORT

Team Name: Bit7   **Date of Meeting:** May 04, 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. Discussed & analyzed the work done for this week.

2. Discussed & analyzed the first draft of the project logo.

3. Completed the third draft of Requirements Specification Document.

4. Discussed about the next stage which will be mainly focused on creating and designing the sequence diagram, collaborative diagram and ERD.

Decisions Made:

1. Gentian, Ajla and Drini created and designed all the activity diagrams based on the use cases created before. Every step/case is well structured and explained through their activity diagrams.
Here are the results: https://github.com/xhoel-bano/Professional-Practice-Management-System/tree/main/Activity%20Diagrams/Draft%201

   Gentian:
   https://drive.google.com/drive/folders/1MMH5waTxW7wMBEpHRAbICtbLfxlCx3et

   Ajla:
   https://drive.google.com/drive/folders/1oRlYXL7PBVq6rZVbFhqX5RnLHIbhoHXk

   Drini:
   https://drive.google.com/drive/folders/1XgRxY9rk5MmrWtVLuzwr5nhKTWItDK_3

   Erta, Sara and Anteo worked together to create and design the State Diagrams. They presented and explained in detail way their work.
   Here are the results: https://github.com/xhoel-bano/Professional-Practice-Management-System/tree/main/State%20Diagrams/Draft%201

   Xhoel created and designed Data Flow diagrams. Based on the current work done, Xhoel produced the Level-0 & Level-1 Data Flow diagrams. Based on the next work he will produce also the next Levels of the DFD. Here are the results:

   DFD Level-0: https://github.com/xhoel-bano/Professional-Practice-Management-System/blob/main/Data%20Flow%20Diagrams/Draft%201/DFD-Level-0.png

DFD Level-1: https://github.com/xhoel-bano/Professional-Practice-Management-System/blob/main/Data%20Flow%20Diagrams/Draft%201/DFD-Level-1.png

2. Xhoel created and designed the first draft of the logo. All the group discussed and gave ideas to improve it. Later we will get to the final draft of the logo.
Logo result: https://github.com/xhoel-bano/Professional-Practice-Management-System/blob/main/Logo/Draft%201/PPMS_Logo_Black.png

3. Completed the third draft of Requirements Specification Document: https://github.com/xhoel-bano/Professional-Practice-Management-System/blob/main/Requirements%20Specification%20Document/Bit7_Requirements_Specification_Draft_3.docx.pdf

4. Discussed about the next stage which will be mainly focused on creating and designing the sequence diagrams, collaboration diagrams & ERD.
    a. Sequence Diagrams - Gentian, Drini, Ajla
    b. ERD – Erta, Sara, Anteo
    c. Collaboration Diagrams – Xhoel

Tasks Assigned:

1. Tasks for next two weeks:

    a. Sequence Diagrams - Gentian, Drini, Ajla
    b. ERD – Erta, Sara, Anteo
    c. Collaboration Diagrams – Xhoel

2. Combine work and form the fourth draft of the Requirements Specification Document. – Sara

Time, Place, and Agenda for Next Meeting:

Time: 10:30
Place: Epoka Campus
Date: May 11, 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.