

MEETING REPORT

Team Name: Bit7

Date of Meeting: March 30, 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, Ertar Tërshana, Gentian Elezi, Sara Ranxha, Xhoel Bano

Members Absent: none

Topics Discussed:

1. Started by deciding on the group name. Some of the names mentioned were: SE7, E7, Bit7, Geeks.
2. The second topic to be discussed was the idea of the project. We started by brainstorming ideas from all the members. Some of the ideas were: subtitle generator, worker management system, hotel management system, template builder, artificial assistance, game, professional practice management system.
3. Based on the idea selected on 2) we discussed the product would be a mobile or a web application. Also after selecting that we stated the technologies we would use to create that.
4. Choose the workflow and work method to develop and organize the work in our group.
5. Based on our selections on 4) we discussed and decided on the software to implement those methodologies and also the mean of communication. We mentioned some of the most known tools like Trello, Asana, Slack, Discord, KeepGoogle, WhatsApp, Gmail, and Drive.

Decisions Made:

1. The first decision was the group name and it was decided to be Bit7 since Bit symbolizes the digital unit of information and 7 symbolizes our number of group members.
2. After a brainstorming session and fast-research, we decided to go with Professional Practice Management System (PPMS) and add the Template Builder idea as a feature to the PPMS users' profiles. The reason for this decision was mainly as PPMS is a unique solution to the Albanian market and also it offers plenty of advantages to young students and businesses like:
 - An automated way to manage a Professional Practice course.
 - Increases reliability of paperwork.
 - Time-efficient.
 - Environmental friendly by reducing tons of paper used by students to document their work.
 - Helps students market themselves.
 - Helps business advertises their job vacancies.
 - Helps young graduates to stay in touch with businesses
3. We choose to create PPMS as web applications and the technologies we selected were:
 - PHP
 - JavaScript
 - HTML & CSS
 - MYSQL
4. We selected to go in a hybrid method called Scrumban. For the work method, we selected the Scrum method as a method that is iterative and provides a highly perspective way in which work gets completed by defining processes and roles. Also, Scrum allows daily/weekly team meetings. As for the workflow we selected Kanban to visualize and improve the flow of work.
5. Since we are using Scrumban after testing some software the best one which fits our needs was Asana as a tool that offers Kanban visualization and Scrum tools in order to assign roles and make deadlines. Also, we selected WhatsApp as our means of communication. Also created a shared Drive Folder as our database. Not to forget, we created also our Git repository to document and store our work.

Tasks Assigned:

1. Xhoel would open all the software needed and mentioned before. Also will manage and organize work and shared resources. He will make sure that anyone has access to the group materials.
2. Erta would assist Xhoel and all the group members to write the meeting report and weekly Wikis.
3. Drini, Gentiani, and Sara will research similar ideas and implementations like PPMS. They have to find interesting and useful features that we can use for our web application.
4. Ajla, Anteo, and Erta will research similar implementation ideas like PPMS. They have to find interesting designs and graphics which would help us create our UI and our first prototypes.

Time, Place, and Agenda for Next Meeting:

Time: 10:30

Place: Epoka Campus

Date: April 06, 2022

Agenda:

1. Starting with a briefing on the current progress.
2. Explaining features of the software that would organize our work. (Asana)
3. Help, share, and explain simple git commands with our group members.
4. Share the roles with each member and also discuss the next tasks to do.
5. Discuss the next working stages.