

MEETING REPORT

Team Name: OfCourses

Date of Meeting: 06.04.2022

Start Time: 10:45 **End Time:** 11:30 **Meeting Location:** Epoka University Campus

Moderator: Edison Ponari **Recorder:** Dhimitri Sinjari

Other Members Present: Frenk Rucaj, Zenel Hila, Klea Kota , Megi Dëma

Members Absent: None

Topics Discussed:

We discussed the responsibilities and tasks that would be assigned for each member. We also went briefly on the methods we were going to implement on the project, and we made a sketch of how the web-app would look like. For each option we came up with our ideal look for each page on pen and paper. Basically, a drawing of the prototype.

For each role namely captain, editor, client representative, tester, researcher, optimist. Pessimist and analyst, we discussed the responsibilities and duties that these roles would come with. For the client group, we decided that an appropriate group would be our professors.

Decisions Made:

The respective members for each role are:

- Captain
 - Member: Edison Ponari
 - Responsibilities:
 - Defines concrete tasks that will be assigned to the responsible member.
 - Schedules weekly team meetings and the agenda for the meetings.
 - Contacts the instructor about the progress of the project and communicates the feedback given to the rest of the team.
- Editor
 - Member: Dhimitri Sinjari
 - Responsibilities:
 - Records the ideas given, decisions made, and tasks assigned during weekly team meetings.
 - Takes care of correct expression of ideas and grammar errors.
- Client Representative
 - Member: Megi Dëma
 - Responsibilities:

- Coordinates meetings with customers.
 - Extracts requirements from customer stories.
 - Takes feedback from the customer about the project progression.
- Tester
 - Members: Frenki Ruçi, Zenel Hila
 - Responsibilities:
 - Creates test cases.
 - Checks the functional requirements (pages, functions of each user).
 - Checks the non-functional requirements (security, clarity, looks).
 - Gives feedback to the development team.
- Researcher
 - Member: Klea Kota
 - Responsibilities:
 - Looks into the possible technologies that could solve problems the group could encounter along the way.
 - Takes into consideration the competencies of each team member when making a decision.
- Repo master
 - Member: Edison Ponari
 - Responsibilities:
 - Helps every team member set up their GitHub accounts.
 - Organizes the files in the repository in a logical and practical way.
 - Takes care of problems members could face when pushing their work in the repository.
- Optimist
 - Members: Frenki Ruçaj, Klea Kota
 - Responsibilities:
 - Encourages the group.
 - Advocates for wanting changes and new features.
 - Looks at the rewards for the changes and added features.
- Pessimist
 - Members: Dhimitri Sinjari, Zenel Hila
 - Responsibilities:
 - Challenges the ideas of the group.
 - Advocates for stability and security.
 - Looks at risks of changes purposed.
- Analyst
 - Members: Edison Ponari, Meqi Dëma
 - Responsibilities:
 - Analyzes the risk-reward factor for each change and feature added.

- Communicates said analysis to the group to make decisions for the future of the project.
- Gives feedback to the group for decisions to take/avoid.

Tasks Assigned:

- Dhimitri Sinjari: create ERD for the database of the project using the previous discussions.
- Edison Ponari: create activity diagrams for the project.
- Klea Kota, Frenki Ruçaj: create a prototype using <https://proto.io> based on paper drawn prototypes by Megi Dëma.
- Megi Dëma: collect user stories and requirements from the clients.
- Zenel Hila: create use case diagrams for each actor of the project.

Time, Place, and Agenda for Next Meeting:

- Time: Wednesday 06/04/2022
- Place: Epoka Campus
- Agenda: Discuss requirements gathered and how the work is going with ERD schemas, prototype, use-state and use-case diagrams.