

MEETING REPORT No. 02

Team Name: SmartStyle

Date of Meeting: 06 April 2020

Start Time: 06:00 p.m.

End Time: 07:30 p.m.

Meeting Location: Online

Moderator: Keli Kasharaj

Recorder: Enejda Doko

Other Members Present: Eni Fejzo, Fabjan Kodra, Klintist Dyrmishi, Sardi Shehu

Members Absent: None

Tasks Assigned:

After the conclusion of the presentation of our team project dated 2nd April, at the chat, as team captain, a few prior research tasks were distributed between the team members based on their respective course and the overall functionality of the system to be build. This was done so that every member as a duty on hand to fill their role in the team and to profit from the free time each of us usually have during the weekend.

Respectively, the tasks handed out are as following:

First Task

Think about what the web app should go. Focus on the goals of the project: what the app will achieve.

Focus on the users and field:

- 1-----Admin all-purpose insight ---- Fabjani
- 2-----Client reservation and privileges (e.i. types of clients) ----- Klintisti
- 3-----Reservation booking setting and approval ---- Enejda
- 4-----Employee functionality ----- Enejda
- 5-----Accounting and inventory functionality ----- Sardi
- 6-----Contact with suppliers ----- Klintisti
- 7-----Contacting the client ----- Keli
- 8-----etc. ++ Fabjani ^ Sardi

Second task

In what platform should we work in?

- 9-----search the advantages and disadvantages of the platform you are to propose, and the languages and tools you suggest to use -----Eni
- 10-----search for examples: what have other salons implemented (in Albania and Abroad used) -----Eni

Topics Discussed and Decisions Made:

In the meeting, we went one after the other explaining and discussing what each had found out or proposed for the project. As team captain, Keli supervised the meeting and also started it by telling everyone what had been discussed with the client. They had shared a relatively short conversation where the client suggested them to think of different proposals to the functionality and then they could discuss it on how useful each of their ideas are and/or add in relation to the client's demand. The client said that the main use they required is an internal system of management and explained the main points she required for the system to be useful; however, if the salon's client can also use it, it would be seen very favorably. Another meeting has been scheduled in the following days after why has a more concrete idea to show.

Then Klintist and Sardi presented one after the other. Klintist had shown much interest by bringing different management and marketing ideas regarding the salon's clientele, by categorizing them and offering incentives to their consistent patronage of the salon, games in web application and in combination with social media and other colorful activities. A nice idea was the implementation of an Urgency button for the loyal clients in case they find no free space in the schedule yet they have an important occasion they want to get ready for. His ideas skimmed through the suppliers aspect of the business, to get notification on low quantity products and sent an email automatically for supply.

On the other hand, Sardi had thought on the accounting perspective, respectively on the inventory functionality, employees' salaries and contributions and the sale point to the clientele. In the inventory, he suggested using a form as an invoice to add products bought to the inventory will all information of a real invoice plus information specific to the inventory. In this regard, also a form to take out products once consumed was proposed to better calculate the expenses of the business. As for the employees, a table calculating all expenses regarding the Albania law on salaries is a must have on the accounting part. At the end, he said that the bill of the client can be calculated based on the booking online or adding lines to it at the end if a client receives or buys something in addition.

Enejda, too, had researched on few other booking application regarding a salon's appointment and during the video meeting, she presented it to us how it could be done in very detail, on both the aspect of the client and the receptionist (as s/he is thought to be responsible for the booking that might come from phone, social media or clients that visited the salon). The idea was to select the type of service the client wants and the date, and then the system will show the available time schedules on that day from which the client can choose. An appointment can be created or edited by the receptionist either due to delays or, as said, for other clients who have reached the salon through other methods. It was also suggested prior of an appointment to send an email reminder to the client automatically. Moreover, each employee can see their own schedule to know if they have clients on that time or not.

On a more technical aspect, Eni suggested to use as the main language the PHP since it is more familiar and fresh to us due to the fact that we just did a project with it in the previous semester. Not only that, but she talked about some of the advantages of this language and even the accompanying ones that are essential to a well constructed and secure web application. The team agreed with her every point and so it was decided in the end.

Lastly, as Fabjan had to give ideas on the Admin dashboard, which encompasses all of the activities of the system in one, he went last. The ideas he gave was a repetition of the others, expressing that the point numbers of the business' activity can be directly illustrated on the dashboard. Since he had not been previously familiar with the idea of how a salon functions, he asked for more time to research more effectively on the task. During the meeting, he also suggested that foreign clients might want to book an appointment; therefore, their interface can be in both Albanian and English language.

At the end, it was decided to research a bit more and to look up at the requirements of the client, also as requested by the professor in building a first draft of the system.

Time, Place, and Agenda for Next Meeting:

The time and place will probably be the same, meaning online with camera and speaker on the Google meet platform starting around 6:00 p.m. on the upcoming Monday. The agenda will be to discuss each team member's work and look over all the requirements of the system. At the end also write the summary of the project, as our ideas will have become clearer.