MEETING REPORT

Team Name: Quarantivity   Date of Meeting: 16 April 2020

Start Time: 19:00   End Time: 20:30   Meeting Location: Google meet

Moderator: Klajbi Subashi   Recorder: Sara Caushaj

Other Members Present: Sara Bendaj
Gjergji Piperi
Klaid Mejdiaj
Members Absent: 0

Topics Discussed:
We began discussing about last week task assigned. Sara Caushaj and Klajbi discussed a lot regarding the sketches. They had come up with different ideas and made a lot of research about the system interface and they went deeper in understanding the system we are trying to build and decided at some designs for the moment that they have uploaded in the sketches folder. They also stated that the sketches will have updates but in the coming weeks. Furthermore, hey have also talked to the client and made a business summary. The business has 20 employers where 1 is the manager, 1 economist, 2 admin, and the others are agents of distribution. This information was useful to separate each of the employees function in the software program.
The business is an official distributor of ETI Albania since 2010 and of Kamila since 2017. Their vision is to increase the products of their distribution company and also to expand in shipping Albanian made products outside the borders. The way to increase their company productivity and efficiency is by using this new software system that they are requesting.
Gjergji laid up the options we had and what he had researched about the framework and database.
Sara Bendaj and Klaid showed us some existing system that they had seen online or have seen from people they know. They weren't as flexible as our client wants and didn't have many options. Most went on with doing the tradition pen and paper and excel style. But from them we learned some things we should not do. They also analyzed the economic and financial part we should use for the distribution program.
Sara Bendaj and Gjergji also discussed about the first part of requirement specification that we had to do.

Decisions Made:
- **Uploading the sketches, and updating them in the weeks to come.**
- **Finishing the first part of the Requirement Specification assigned.**

- **About the business summary part they derived the important part of the access of the program that employees will have. The admins will have access to everything of course. They will even create the accounts for other employees and provide them with their log in info.**
- **The economist will have access only at the billing part. Meaning economic paper will be added to the system for the economist to make sure that all the taxes (tvsh, tatim mbi fitim, locale) and recording of sale, bills are saved in the system for him to do his job.**
- **The manager will have access at the agents location and itinerary and also at the inventory so he can keep track of what is going on.**
- **The agents will have mostly access at the itinerary they will have and the part of scanning or uploading the bill received and given at the stores in real time at the program.**
- **Decided to use MySQL database.**
- **Worked on the economic part of the program.**

Tasks Assigned:
- **Everyone will be involved in doing the requirement part of the document, which also involves the functional and nonfunctional part.**

Time, Place, and Agenda for Next Meeting:
23 April 2020 at Google Meet