

MEETING REPORT 2

Team Name: Quarantivity

Date of Meeting: 03 April 2020

Start Time: 17:15 **End Time:** 19:00

Meeting Location: Google Meet

Moderator: Klajbi Subashi

Recorder: Sara Caushaj

Other Members Present: Gjergji Piperi, Sara Bendaj, Klaid Mejdiaj

Members Absent: 0

Topics Discussed:

For this meeting we discussed the system and methods that will help us with our project. All of us gave our ideas on creating a system that will improve the online distribution management, make it more efficient and of course easier to manage. A system that works well is online inventory management which keeps track with every unit in our inventory. We discussed the idea of Batch Tracking which is a system that allows us to group and monitor a set of stock that share similar properties, each item has a batch number that allows us to track them along the distribution chain. It is less time consuming and maximize profit because with batch Tracking we can track the expiration of items and trace defective items back to the batch that it belonged. The other practices we discussed were:

- Tracking system for the employees with GPS so we can see the route which drivers take to deliver goods and items, by implementing this we can suggest which route should they take if it is faster and safer.
- The reorder point formula which tells us when we should order more stock when we have reached the lowest amount of inventory.
- ABC analysis allows us to arrange our inventory into a hierarchy of most important to least important items.

Decision Made:

We decided that the most important departments to implement in our system are going to be: Finance, Sales, Inventory and Management. We decided to add a

tracking for employee system to see the route the employee takes so we can help find a faster and less fuel consuming route.

Admin:

Once logged in we can use the admins interface to manage it's structure and content, update our system to make it even more efficient, install the newest extensions etc.

User:

For our user interface we will keep the interface simple, create consistency and we will use common UI elements.

Task Assigned:

Dividing the tasks wasn't hard for us. We decided that all member will do research online for systems that has these requirements that we decided, also for the programming part of the project each of us will see different programming languages it the most useful to use so we make easy and accessible interface