MEETING REPORT

Team Name: ZIP   **Date of Meeting: 01 May 2020**

Start Time: 11:30 End Time: 13:30   **Meeting Location: Online**

Moderator: Kimberli Troka   **Recorder: Devis Myteveli**

Other Members Present: Ada Dedja, Klea Uka, Sheila Pinari

Members Absent: None

Topics Discussed:

This week we continued working on the Requirements Specifications Document. We discussed about the Scenarios made for each user of the system, as well as for the Use Cases and Diagrams in both png and xml formats that should be completed this week.

Decisions Made:

- To continue working on the Software Design part of the Requirements Specification Document. We edited some of the scenarios made last week for different users of the system and added some more in order to cover the whole operations performed by each user's account.
- To start working on Use Cases for each user.
- To start working with draw.io for the drawings in png and xml format.

Tasks Assigned:

Every team member will review their work done on User Scenarios based on the users that they had worked on. New Scenarios should be added for each user.

Kimberli will work on Use Cases and Diagrams of Admin and Manager.
Sheila will work with the Use Cases and Diagrams of Economist and Client.
Ada will work with the Use Cases and Diagrams of Cashier and Fuel attendant.
Klea will work with the Use Cases and Diagrams of Janitor, Security and Driver.
Devis will work with the Use cases and Diagrams of general operations performed mostly by all users such as: login, logout, or wage, shift etc.

Each member will report their individual work on their personal wiki.

Time, Place, and Agenda for Next Meeting:

Next meeting will be held online on – WhatsApp videocall.
Date and time: 08 May 2020