

# MEETING REPORT

**Team Name:** ZIP

**Date of Meeting:** 24 April 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:

During this week we discussed about the other part of the Requirement Specification Template which consists of User Scenarios and Use Cases and the necessary changes or decisions to be added in the Functional Requirements.

## Decisions Made:

- We divided the work that each member would do about the part needed to be completed of the Requirement Specifications document
- We decided to further analyze the sketches in order to have it easier to complete the user scenarios

## Tasks Assigned:

- Kimberli will work with Administrator and Manager's User Scenarios. She will also make some changes in the functional requirements as we decided to add the clients of the business as users of the system alongside the employees and the other staff.
- Klea will work with the user scenarios of the Fuel Delivery driver, Janitor and Security.
- Sheila will work with the user scenarios of Economist and Client.
- Ada will work with the user scenarios of the fuel attendant of the business and the cashier's.
- Devis will work the Login and Logout User scenarios of each user intended to be included in the system.

Each member may have to study the sketches all over again in order to fully complete all the User Scenarios related with the users of our system. They may have to add, drop or edit specific features in some user's account.

All together we will work on Use Cases Diagrams.  
Each member will report their work on their respective wiki page.

**Time, Place, and Agenda for Next Meeting:**

Next meeting will be held online on – WhatsApp videocall.  
Date and time: 01 May 2020