

MEETING REPORT

Team Name: ZIP

Date of Meeting: 03 April 2020

Start Time: 10:30 **End Time:** 12:00

Meeting Location: Online Meeting

Moderator: Kimberli Troka

Recorder: Devis Myteveli

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

Members Absent: None

Topics Discussed:

This week, each one of us came up with a total research about the business chosen. Every team member collected general information about the functionality and operations that a gas station includes. This helped us to better understand this kind of industry and to discuss with each other all the data found in order to see the similarities these businesses in our country have, but most importantly to underline their biggest obstacles. Most gas stations, as the existing one we want to analyze and take as our client, have many branches in different parts of the city or even in different cities of our country. So their main challenge remains a good system that includes all the workers of the branch but also a system that is a great help for the headquarters. That's why this week after the information collected, we have a clearer understanding of the users that should be in our system, those which have a critical role and the others which will be simple users of the system.

Another topic discussed were the technologies to be used. All members proposed to mostly use the ones we are familiar with in order to not face major difficulties while building up the system but also other technologies that we explored online and seem to improve our future online system.

Decisions Made:

Since our project consists in an online system we found as most convenient to use HTML, CSS, Bootstrap, JavaScript for the front-end and PHP for the back-end because we are more familiar with it and this will help us produce a better output. Regarding to database we will use MySQL / XAMPP.

The gas station that will be our client is an operating business with many branches not only in Tirana but also in other cities. Kimberli will be in continuous contact with them and Ada will be a great helper since she had previous meetings and contacts with the owner.

Tasks Assigned:

For next week we will decide each and every user that will be part of the system and for this Kimberli will contact the chosen business again in order to make a full summary of all their employees.

Sheila will further the research on the technologies to be used and will explore more about each one of them but mostly for the database system.

Ada will help in testing the technologies but also have a view of the potential users that will be gathered from the information taken from the client and see how each of them relates to one another in economic terms.

Klea will work with Ada and further analyze all the possible economic terms and financial statements of the business.

Devis will record the meeting and report it. He will also help by having a look at the existing similar systems and see what we can take from them but mostly which are their flaws and weaknesses.

Each member will report their personal week work in their wikis.

Time, Place, and Agenda for Next Meeting:

Next meeting will be held online on – WhatsApp videocall.

Date and time: 10 April 2020