MEETING REPORT

Team Name: ZIP   **Date of Meeting: 10 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:

This week we had another online meeting with the owner of the business chosen. He showed us how all the information they can gather including the information that is crucial for the business, is being collected these days. They use an accounting software bought online to record all the economic activity of the business which is used by the economist but also supervised by the manager and the administrator/owner. For all the other data that the manager mostly works with, they use Excel which keeps track of all the data and helps to process and organize it in the most optimal way possible. He explained us that they have never used a system before which includes all employees of the business. Every system used until now was only used to record the necessary data needed for all the documentation and reports according to the requirements and laws of the industry in our country.
Since this week we were presented with the Requirements Specification Template, we discussed the first contents of the template within the group.

Decisions Made:

We decided the main category of users to be part of the system and they are:
the administrator, in our case it is also the owner of the gas station, the manager, the economist and the employees. Their functionalities are listed below for every user.
The administrator:
Since the administrator in our case is the owner this means that he will have control over each and every data or report generated or kept in the database of the system.

- Is able to create and delete accounts for the employees and the economist/manager.

- Is able to see and manage financial reports, such as payments, expenses, funds etc.,
- Is able to see and edit the inventory
- Is able to see and edit the list of suppliers, and products
- Is able to see the reports/statistics
- Is able to see, manage and edit the list of the employees

The manager:
- Verifies that every employee closes/ opens their shift rightfully
- Rewards employees based on their contribution
- Decides upon wage amount
- Conducts interviews to hire new employees
- Reviews financial reports

The economist:
- Is able to see and manage financial reports
- Is able to see the reports/statistics
- Is able to see the inventory
- Is able to access the list of suppliers
- Is able to see the list of products
- Is able to see the list of employees

The employees:
Their access and visibility will depend on their job position.

Fuel attendant:
- Is able to see the gas pumps, the left amount of fuel on each of them
- Is able to register and see its receipts
- Is able to close his/her shift
- Is able to check his working hours
- Is able to see his wage
- Reports extra hours of work

Cashier:
- Is able to register and see its receipts
- Is able to open/close his/her shift
- Is able to check his working hours
- Is able to see his wage

Janitor/Security:
- Is able to open/close his/her shift
- Is able to check his working hours
- Is able to see his wage
- Reports extra hours of work

Fuel delivery driver
- Reports any delivery
- Able to view new orders
- Reports extra hours of work
- Closes/opens shift

Tasks Assigned:

Each team member will draw a sketch of the system with all the users stated, by also defining the functionalities of each user and how we can incorporate all these in a practical way for every user. Our sketches will mainly be focused in the user related to our main task of the project, and other user sketches will be suggestions for our friends. In these way we can add or remove features to establish the most appropriate and convenient sketch for our client.

Beside sketches each member has to complete a content from the Requirements Specification Template:

Devis will work with the "Project Overview" and "Purpose and Scope of the Specification".

Kimberli will work with "Product/Service Description", "Product Context" and "Assumptions".

Klea and Ada will work on "User Characteristics".

Sheila will work with "Constraints" and "Dependencies".

All together we will analyze the "Requirements" content as well.

Each member will report their work on their personal wikis.

Time, Place, and Agenda for Next Meeting:

Next meeting will be held online on – WhatsApp videocall.
Date and time: 17 April 2020