MEETING REPORT

Team Name: MDL17

Date of Meeting: 29/03/17

Start Time: 15:35 **End Time:** 16:30

Meeting Location: Clubs Offices 030 A

Moderator: Malbora Sinaj

Recorder: Malbora Sinaj

Other Members Present: Anxhela Bali, Arsena Maldi, Iselda Hasmujaj, Malbora Sinaj, Megi Alimucaj

Members Absent: -

Topics Discussed:
- Introductory meeting.
- Determining time for team meetings, communication methods.
- Selecting roles for all team members.
- Team name, mission and objectives;
- Member contact information;
- Meeting times, and guidelines;
- Options, approaches, what will be involved in project.
- Personal logs.

Decisions Made:

- ✓ Team name: MDL17
- ✓ Mission: To create an efficient and effective soft that utilizes all resources of "Foleza e Dijes" Kindergarten, and helps decision making and daily activities.
- ✓ Objectives:
  - Efficiency
  - Flexibility
  - Friendly interface
  - Security

- ✓ Member contact info already exchanged.
- ✓ Communication methods: email, whats app, and others. Frequency of checking messages:

  - Whats app, every 1-2 hour.
  - Mails checking, every day.
  - Emergency, phone call.

- ✓ Meeting place: Epoka University
- ✓ Meeting time: Wednesdays, 13:30-16:30.

- ✓ Roles:
  - Captain: Malbora Sinaj
  - Editor: Arsena Maldi, Anxhela Bali
  - Client Representative: Megi Alimucaj
  - Tester: Arsena Maldi, Iselda Hasmujaj
  - Researcher: Iselda Hasmujaj, Megi Alimucaj
  - Repo Master: Malbora Sinaj
  - Meeting Minutes: Anxhela Bali
  - Optimist, Pessimist, Analyst: advocate, challenge, analyze ideas: All

- ✓ Project Description:

  Mobile app and Web Site which will serve to "Foleza e Dijes" Kindergarden. This is a management system to keep track of financial transactions, data for children and staff, activities, etc.

  It will be divided in 4 Modules:

- HR module -> keep track of all data regarding staff
- Kids module -> keep track of kids data, performance, etc.
- Teacher module -> include curricula, daily reports on children, daily plan, etc.
- Admin/Finance module -> has the overall access on the system, does also the financing.

Tasks Assigned:

- ➢ Search on programs available: Malbora, Arsena, Megi
- ➢ Already existing projects: Arsena
- ➢ Watching tutorials: Megi
- ➢ Searching libraries: Iselda, Anxhela

Time, Place, and Agenda for Next Meeting:

- ❖ Next meeting: Wednesday, 12 April -> 13:30 - 16:30
- ❖ Discuss on design sketches.
- ❖ Project Requirements.
- ❖ Deciding on platform to be used.