TEAM OneTen

# Requirement Gathering Interview with Aromy

## Meeting 8th August 2022 Minutes

### Meeting Information

**Meeting date:** 8th August 2022

**Scheduled meeting time:** 16:15 PM (Melbourne Time)

**Meeting duration:** 15 minutes

**Meeting location:** Online (via ZOOM)

**Meeting commencement:** 16:15 PM

**Meeting closed:** 16.30 PM

**Attendees:**

| **Attendance Y/N** | **Name and Role** |
| --- | --- |
| **Y** | Livia Mammarella - Aromy Product Owner |
| **Y** | Cassandra - Client Liaison |
| **Y** | Eugene - Project Coordinator |
| **Y** | Allen (Rui Qin) |
| **Y** | Frank (Shang Qian) |
| **Y** | Daniel Phelan |

**Apologies**:

**Agenda:**

| **Item #** | **Agenda Item** | **Details / Discussions** | **Action Items** |
| --- | --- | --- | --- |
| **1** | **Introduction** | Introducing the team to the product owner.  Could we record the meeting? |  |
| **2** | **Business Brief** | **General Business Information**   1. Please describe for us how your business currently operates? 2. What are the major issues you face with your current systems?    1. Is there a specific change you want? |  |
| **3** | **Interview Questions** | 1. What details about the product you would like to show on the website?    1. colour/size/type/brand/price/amount of stock/image/available 2. Do you want your customers to have a member ID account where they can sign up and login to the website?    1. Or people can shop without an account? 3. Is there another aspect of the business that you would like to include on the website? 4. What are the core functions you would like customers to be able to do? |  |
| **4** | **Identify business goals** | 1. What are your goals in developing this system?    1. What would be considered a successful outcome for you? 2. What are some of the longer-term goals you would like to have for this website and Aromy more generally further beyond this project |  |
| **5** | **Date of next meeting** |  | **TBC** |

**Follow Up:**

**Green: Customer side**

**Red: Admin side**

<https://aromacare.com.au/> - Aromy competition

**1.1 Introduction**

* Daniel introduces the group and runs through the team's roles as well as the agenda for today’s meeting.
* Thanks Livia for meeting with us and letting use ask her some more clarifying questions about Aromy and its requirements.

**1.2: Recording Check**

* Daniel asks whether he is able to record the interview.

**2.0 Group Questions**

* Daniel moves onto the questions and specifications part of the interview

**2.1 Daniel asked Livia to describe for us how your business currently operates?**

* Livia mentions the company currently organises its Inventory in an excel spreadsheet
* Daniel then passed on to Eugene to ask a couple of questions about aromy.

**2.1.1 What are the major issues you face with your current systems?**

* Many current issues with the business - Ordering system is older and antiquated, requiring them to manually renew stock if stock depletes or expires etc.
* Aromy cannot add new categories to stock, they currently can't add new products but not a new category.

**3.1 What details about the product you would like to show on the website?**

* Livia would like an alerts capability in the website - this would aim to notify when the business is low on stock
* Alongside this, she would also like the capability to survey customers for various reasons why they would use products or why they may not use products
* Would also like the website to display greater information about products or display information categories such as allergies — why they shouldn’t use the product →
* Would also like to display more information about products such as Photos, pricing differentials etc.

**3.2 Do you want your customers to have a member ID account where they can sign up and login to the website?**

* Would like for aromy to entice users to login and create an account if possible but also allow customers to be able to order without logging in if necessary.
* Ensuring the account process for Repeated customers good and efficient
  + This is for customers such as aged care facilities, nurses - stuff

**3.3 Is there another aspect of the business that you would like to include on the website?**

* Some of the main features Livia would like is for the website to be able to display when stock is deducted on hand (automatically), notify if low stock as well as showcasing arriving stock so updating inventory when new stock is available.
  + Potentially encompass a future system where repeated customers/users who have registered to be notified if the company creates new products or products.
* The main process Aromy would like for the business is to showcase the process of picking/packing inventory and automatically shipping so it deducts stock on hand in inventory on the website.

**3.4 What are the core functions you would like customers to be able to do?**

* At its core livia would like Aromy to be able to encompass its brand as a typical website/store to effectively showcase their products and services.

**4.1 What are your goals in developing this system?**

* Easily manage stock/add category, not urgent -> pick pack is a key factor.

**4.2 What are some of the longer-term goals you would like to have for this website and Aromy more generally further beyond this project.**

* Giving clients a bonus spending rewards program but haven’t decided proper contextual ideas or processes to engage in creating a rewards program for the business.

**3.1 Conclusion**

* Allen thanks Livia for her time allowing us to chat to her and learn more about this process.
* Allen also asks if Livia has any other questions or points to add that might be relevant.
* Livia provides a website of one of Aromy’s direct competitors linked here: [Aromacare](https://aromacare.com.au/)
* The group thanks her for her time.
* Minutes will be sent by the end of business the next day.

**3.2 Date of Next Meeting TBC**