Project Mono Apartments Kick-Off Meeting

Tuesday 28 February 2023, 5:30 PM, Online (Zoom)

| Attendees |
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| Present:  Yudo - Client (Mono Apartment Director)  Allen - DEV  Cassandra - BA  Ricardo - DEV  Shang Qian - DEV  Apologies:  Daniel - Client Liaison / BA |
| Actions |
| * Introduction to the team and the client * Set up/ organise regular meetings with the client * Understanding the business process / operations * Understanding the issues of the current business |
| Agenda |
| Introduction: Introducing the team to the client.General questions to understand the company  * 1. Please describe for us how your business currently operates?   Mono hires contractors/freelance inspectors, they communicate via email or slack to set up the inspection. Mainly utilise photos that are uploaded into property management software and google drive.  Ideally have reporting related to the inspection photos, uploaded to something like jotform would be nice.  System to book a job for the casual/contractor, they can confirm. Once a job is performed, it is uploaded onto the new system and able to be easily viewed.   * Current system example if you were a contractor   Mono calls it audit/inspection. Book in job assigned, mono puts it in their calendar. Allen goes to the property taking photos of the property.  Different length inspections - quick one (up to one hour), big ones are 1-3 hours.  The contractor will upload the photos to a google drive or just directly email it to Mono. If Mono has questions they have to respond directly via email, no simplified measures of conducting this.  Riccardo asks if Mono would like a more streamlined system. Yudo agrees, a system that allows the contractor to take photos in a wider application/form/system, allowing the photos to be directly uploaded to the system. When the job is completed a pdf/style summary is uploaded, allowing Mono to view a photo and some descriptions/notes of the inspection once everything is complete.  The goal of the system is to manage the job for their contractors. Allen asks if Mono would like any side functions in the system?  Yudo mentions that sometimes the contractors can’t get keys of Mono, so they need to be in direct communication with the tenant.  Would Mono like a particular type of design or UI/UX?  Mono has no particular wants for the styling, similar colouring to the current website and branding but since its a backend system, they just want it to be clean.  Slow processes for contractors undertaking inspections. Conclusion  * 1. Expecting the deployment on live at the end of Iteration 1.   Mono would maybe like the system to be deployed live after iteration 1 so better testing in the real life environment can be undertaken. Ones that might not be discovered until real life situation testing is undertaken. |
| Date of next meeting |
| Yudo is away overseas for a couple weeks in March, he will need to meet over zoom. Date of the next meeting will be organised via email.  Yudo is typically more available on Tuesday’s and Friday’s.  He has a business partner that is also able to step in. |