Project Mono Apartments Business Vision Meeting

Tuesday 15 February 2023, 4:00 PM, Online (Zoom)

| Attendees |
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| Present:  Tataina- Client (Mono Apartment Director)  Allen - DEV  Cassandra - Client Liaison / BA  Ricardo - DEV  Shang Qian - DEV  Daniel - Project Coordinator /BA  Apologies:  Yudo |
| Actions |
| * Introduction to the team and the client * Provide business vision understanding * Understanding the issues of the current business |
| Agenda |
| Meeting Commences 4.06pm Business Vision The team welcomes Tataina and thanks for her time to meet with us and the meeting can commence shortly. Dan notes that Cassandra is running late and may not be able to make the meeting due to being stuck in traffic after work, but notes that he is happy for the meeting to commence.  Dan mentions the key points of today’s meeting is to discuss the teams business vision of Mono Apartments system.  Business Vision overview  Meet the Team  Client Brief  System Pitch  Business Process  Our Users  Timeline  Review  Dan discusses the Project Brief and that the  Team has understood the problem around the inspection process, using google drive for photos, emails to communicate issues and their needs to be more efficient reporting with contractors. Dan also mentioned the need for better management of photos, descriptions coming from during the inspection process.  Dan passes to Riccardo:  Riccardo discusses that the team will be undertaking this project which will assist Mono with their apartment auditing process, the system will allow Mono to create, manage and view inspections that need to be undertaken at their properties. They will be able to send contractors a generated auditing form, with this form the contractor will be able to complete the necessary tasks when conducting their inspection which are mainly photos and descriptions. These will then be sent directly to Mono apartments staff in the form of a PDF which will be accessible through an admin portal. Through this portal the staff will be able to view and manage the information received from the contractors.  Iteration 1 ->  Frank - mono apartment has requirements for the system, first need to manage inspection booking system, by creating and viewing an inspection form.  The inspection form will allow the viewing of photos, descriptions and upload forms.  Expected Users  2 Users -> Michael the Contractor,  Riccardo mentions that In this iteration we will be focusing on our two users Michael as the contractor to inspect the properties and James as the administrator working in the supporting team for Mono.  We have Michael who would prefer working in a streamlined manner for the auditing process on a centralised online system.To reduce his workload to avoid transferring information through multiple online platforms where those information could be lost while being transferred to the supporting team. The system would also allow Michael to upload images and a short summary on the inspection, which is the main intention of this project.  Dan then mentions that this system would also benefit the supporting team for James to be able to view and manage the updated details from Michael, without having to request Michael to send those information to him, with the new system it would help the team working in an efficient manner, which will avoid waiting period on the contractors responding to James and keeping track of the property information.  Therefore, the new system could enhance a better teamwork in Mono and efficiency. Next, I will pass it to Ricardo to review the timeline on how the project will progress.  Riccardo then moves on to discussing the general project timeline, the length of the entire project spans over 12 weeks during this semester. We start with this overview and presentation which pushes us forward into the start of Iteration 1 where by the 23rd of this month we will have completed our first Iteration. Ready for it to go live by the end of week 6 on the 6th of april. Following on, our next iteration begins on the 6th of april with another presentation similar to this one. After this we have our semester break pushing dates forward by one week. After we return the project continues with iteration 2 which will be the final iteration and will be completed on the 28th of april and going live at the end of week 10 on the 11th of may. Finally we conclude with our final build report and acceptance testing on the 15th of may followed by our complete system handover package and documentation closing out the project on the 17th of may. Thankyou, I will pass it onto Allen to review everything we talked about today.  Allen concludes, mentioning the team will be assisting Mono Apartments with their auditing process by creating a new system. This system will allow Mono to manage inspections and send contractors an inspection form to complete, the form includes necessary tasks such as taking photos and providing descriptions. The information gathered by the contractors will be sent directly to the admin through our admin portal.  The key requirement for the admin portal system is to manage inspection planning, create and view inspection forms, turn the form into PDF and schedule inspections with contractors through an email system.  Overall, the teams new system will simplify Mono's auditing process and reduce the need for manual communication between admin and contractors, improving the efficiency and accuracy of their operations. General questions to understand the teams vision and project schedule Titania thanks the team for the presentation.  Begins askins some questions:  Q1) How when passing the job to the contractor, what sort of notification we have for the contractor such as email or something else?  Allen responds by confirming the current plan is the notification be done by email.  Q2) Titania asks how the system can be expanded?  Daniel responds that the plan is for a very open and adaptable system, that could migrate beyond from specifically inspection form processes to wider real estate management systems.  Daniel mentions that the project is only for a 12 week period but the team wants it to be as accessible afterwards so admin staff or others can make changes and fully utilise the system.  Q3) Titania mentions the current system can only work on IOS, she would like to know how the contractor might take the photo and upload it to the form/system?  Upload button/direct applicability to the form.  Q4) Titania asks how the project will be built.  Dan and Allen respond that the team will be progressively building upon Mono’s feedback to ensure the system is to its best potential. The form will allow any specific details to be added, changed etc. at Mono’s request. Final Questions about general project Titania asks for the date of Iteration 1 completion is?  Daniel responds that Iteration 1 will be completed on the 23rd of March and that we will be making changes based upon feedback before Iteration 1.  Riccardo thanks Cassandra for putting aspects of the Presentation together.  Titania mentions that the form would need some sort of property details, such as address, a time frame for the inspection requested by, all relating to Mono’s internal admin time sheet. Titania thinks once the contractor accepts an inspection their is few details for them to fill out, main details would be any specific requirements for that inspection, what should the report be.  Contractor should just accept the inspection, also mentions that they shouldn’t have to add their own details everytime the accept an inspection. Mono would also love a way of tracking which contractors have accepted inspections.   1. Conclusion   Descriptions.  The team thanks Tatiana for her time and Tatiana thanks the team for presenting and discussing the system. |
| Date of next meeting |
| To be confirmed |