**Papa John’s Rota**

**Minutes**

Attendees: Toby White, Baldev Singh

Date 01/07/19

Subject: Rota Project

This initial meeting was to discuss the high-level requirements for a Papa John’s Rota system.

The basic need is to provide an application that will allow the manager to set employees shifts in a rota system and send them notifications to remind them when they are scheduled to work

From the employee’s perspective they can use the app to review their shifts on the calendar and can submit requests for holiday / absence.

The app developed should be Mobile first as the intended audience will all be accessing via an internet connected mobile device (Android / iOS)

There is no specific time frame for the completion of this project agreed at present.

Realistic timescales for the development will be provided once more detailed requirements have been gathered and scope agreed.

The client has been made aware that if the team agrees to accept the project, then development will not begin until:

* We have received conformation from the University that this project is appropriate and fits the module outline set.
* One team member has received his grades from previously referred units, to see if changes would need to be made to the team.
* Two members of the team will shortly be leaving the country and unable to work on the project and so on their return more regular meetings and work will occur.