**Appendix 1**

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| **Interview Outline** | |
| **Interviewee: Puan Mazafaton** | **Interviewer: Athirah bt Ahmad Fauzi** |
| **Location: KPM Beranang** | **Date :17/6/2019** |
| **Objectives: To gather requirements and information for Parcel Tracking System** | **Reminders : - none** |
| **Agenda:** | **Approximate Time :** |
| Introduction | **1 min** |
| Overview of Interview | **1 min** |
| Question 1 | **2 min** |
| Question 2 | **1 min** |
| Question 3 | **1 min** |
| Question 4 | **2 min** |
| Question 5 | **2 min** |
| Question 6 | **2 min** |
| Question 7 | **2 min** |
| Summary of Major Points | **1 min** |
| Question From Interviewee | **1 min** |
| Closing | **1 min** |
| **General Observations: Encik Zakaria gave a good respond within the time.** | |
| **Unresolved Issues: None** | |

**Interview Report**

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| **Interviewer** | **Interviewee** |
| Question 1:  What is the current system used to apply and track the donation for the college’s activities? | Our current system right now is manual which is using filing system. The organization/clubs that want to apply for the donation have to fill in the form. While, me as the person in charge who manage the donation application have to file in all the application in one file. |
| Question 2:  What are some of the problems you experience using the current system? | The problem of our current system is we cannot keep track the amount of the donation that has been given to the Organization/Department. |
| Question 3:  How many staff involved in manage the current system? | Me as person in charge who manage the donation that has been applied by the clubs or organization. |
| Question 4:  What kinds of data do you work with? | We manage the data on Name of Program/Events, Date of the Program/Events, Person in Charge, Department/Organization, Amount of Student Involve in the Program, Amount of Donation and Approved Amount of Donation. |
| Question 5:  If we proposed the new system, what are the requirements needed? I mean, the functionality needs to be provided in the system | We need the system that is able to apply for the donation. The system also is able to manage the application of the donation. In the same time, the system also can provide me with the appropriate report which is can summarize the application of the donation. |
| Question 6:  What kind of report would like the system to be able to generate? | Total Amount of Donation Applied by Department/Organization and Total Donation of the Year. |
| Question 7:  Do you want the system to be stand-alone or it can be used in college area or even online? | I would like the system to be online system which can be access by the students and staff in our college. |