

Meeting Minutes

1st Interview



STUDY : PROTO

Team: Study Proto
Client: Frank F.P.H. de Lepper
Date: 07/09/2020
Time: 10:30AM-11:00AM

1.0 Client Q&A

1. We are one of the teams that are going to develop the new system. We understood from the previous interview that you need a new administrative system so that you can manage the employees and the stock. You mentioned that these are the main priorities, is there anything else you would like to add as a priority?

Answer: Well the top priority is managing employees and their shifts... The shop is divided into departments and in the end, they would like to manage their departments, it won't change on shop notice but in due time there might be changes to the departments. They also need to supply information to the parent company(Jupiter) but it is not the main priority.

2. During the previous interview, you mentioned that there is more information to add regarding the employee data. What employee information needs to know?

Answer: The client provided to following list for the employee information:

- First name
- Surname
- Username (account)
- Password (account)
- Phone number
- Address
- Email address
- Spouse (and contact details)
- Date of birth
- BSN (Social security number)
- Functions (at least one, possibly more functions the employee can serve as e.g. sales representative)

3. How much of the employee information will be revealed for further modifications on the website and how much in the app for the administration?

Answer: The client would like for the employees to manage their password as well as information that is subject to change(example: Spouse, address, etc...) They should be able to also see the unchangeable information like BSN.

4. Based on what criteria do you want to be able to find information about specific employees?

Answer: The criteria for finding an employee is by name and number.

5. Can you describe the process of restocking the shelves?

Answer: When a product is out of stock, there will be a request made by the sales representative to the depo. After receiving the request, the depot employee will get the stock and move it to the store for the sales representative to manually put it on the shelves.

6. Is it suitable for you that we will make an app supported on Windows?

Answer: They are using windows completely.

7. For the attendance of the employees, do you need them to check in and out everytime they come to work or just trust the established schedule?

Answer: Yes the employees are required to check-in and out, for the moment at the time of arrival and departure from the shop. There is no information in regards to marking the attendance during the brakes, it will be provided at a later date.

8. You talked about the assignment of the work shifts. We were thinking about looking at the 3 available schedules and seeing what employees are in each one. Is that a good approach or do you have something different in mind?

Answer: They would prefer to look at all the employees and based on their availability to assign the shifts. There can be one or two shifts a day for an employee. Information in regards to the previous employee shifts during the current week, holiday plans, and health state(sick or healthy) should be available during the shift assignment process.

9. You mentioned which workers need to see specific information. Does that mean different types of employees are only allowed to see the specific data they need?

Answer: Yes, the work is on a need to know basis.

10. Is the website going to be used by all employees or just one department?

Answer: It will be used by all employees.

11. Do you want the application to request an order product automatically when it reaches its minimum stock in the depot?

Answer: It would be a nice addition but it is not a priority. If a good algorithm is present then the client would like to have this feature.

12. What kind of information will be collected regarding stock data?

Answer: The actual stock and the levels of the stock over time.

13. Can you tell us more about how you want the interface of the app to look like? And the same for the website. Please give us a general idea but also some specific points.
Answer: The company has a corporate identity with the preference of both the windows application and the website should follow. The client would like the focus to be on one topic to prevent distraction.
14. How do you envision the log-in information for your employees? Is there a specific stand that you would like us to follow?
Answer: User Id and password will be the credentials.
15. What kind of statistics would you like to see? Can you walk us through them in detail?
Answer: The main statistics are the number of employees, the avg number of shifts, the number of hours compared to their contract, and the illness rates. Department wise the client would like to have the total number of employees and products per department. In regards to the stock, he would like to see the stock levels, avg time between replenishment of actions and stock.
16. What department will be checking for the schedule and attendance?
Answer: The HR department is responsible.
17. What times are the working hours ?
Answer: Morning: 08:00AM-12:30PM / Afternoon: 12:30PM-17:00PM / Evening: 17:00PM-21:30PM. A shift has 4h and 30 min. During the shift, an employee would work 4h and take a 30 minutes break.

1.1 Additional from client:

#Additional information about the number of types of departments they would have is not provided. The decision is a corporate decision.

#If there is time to make a prototype it will be appreciated but the client prioritizes the state and development of the application.

#The established time from the project plans phasing is strangely estimated.

#In the current situation, the logo is not provided. The client's preference is that we choose an eye-pleasing color pallet.

#The client does not want to spend a large amount of time training the employees on the use of the system. The desired system needs to be easy to work on, as mentioned "more or less self-explanatory" .

2.0 Meeting objectives

During the meeting we are going to discuss the following:

- The client's preferences and priorities
- Our ideas
- The expected solutions
- The client's opinion on the project plan

3.0 Schedule Review

Completed work:

- Introducing our solutions
- 1st Q&A session
- The project plan

Planned work for the next meeting:

- Improvements to the project plan
- The URS document
- The Moscow tables
- Wireframes for the desktop application and website