

Mailroom Package Tracker

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Mailroom 2.0

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1 Team Agreement

We will meet weekly in Macallister Hall. In the event that we are unable to meet, we will reschedule as needed. If there is a disagreement on implementation, we will attempt to reach a compromise. If one is not possible, the offending parties will each branch the project and attempt to implement their idea, comparing progress and choosing the more effective solution at the time of the next meeting.

2 Background

The cadet mailroom receives hundreds of packages a week. Currently, this involves manually scanning, sorting, and distributing notices for each of these packages. This workflow could easily be reduced using software to track the addressee and mailbox of the package

3 Vision Statement

- Store information in 2 databases.
 1. to hold cadet info - Name, Box #, Email Address, Graduation Year. This information can be pulled from regis.
 2. to hold package info - tracking number, addressee, received date, picked up date
- Easy entry. Enter addressee and tracking number. Program will record #, name, date - send email to addressee.
- Search. Enter cadet name or mailbox number, see if there are any packages.
- Retrieval. Search cadet name, find package by tracking number, mark as picked up.

Mailroom staff already uses a system that involves scanners to read a packages tracking number. We would not need to integrate with that existing system. They could simply read the tracking number with their scanners, then enter manually.

4 Meetings

4.1 Meeting One

Identified group members - Dan, Christian, Dylan Identified prospective project - Mailroom tracking system

4.2 Meeting two

Brainstormed ideas for project, created general outline.

4.3 Meeting three

Adjusted plan and removed some anticipated functionality.