

# Minutes of Meeting (MOM)

**Date:** 30th June 2025

**Time:** 10:35

AM onwards

**Participants:** Jaspreet Kaur, Jatin Mehta, Gurpreet, and others

---

## Agenda:

Discussion and clarification regarding the shift scheduling, overtime calculation, filters, UI changes, and shift assignment logic in the employee management system.

---

## Key Points Discussed:

### 1. Shift Scheduling & Confirmation:

- Employees must be able to accept or reject shifts once created.
- System should not block users from starting shifts; confirmation of shift is secondary.
- Open shifts should be sent based on availability, and the system must log the response (accept/reject).

### 2. Shift Assignment Logic:

- Two assignment modes: **Automatic** and **Manual**.
- Automatic assignment should change the status to Occupied once one accepts or assigned to a shift.
- Filters must operate based on shift time and employee availability.

### 3. Overtime and Double Time Calculation:

- OT should be calculated if working hours exceed defined thresholds (daily, weekly, monthly).
- Clarification on how weekly and monthly OT and DT (Double Time) are calculated based on standard hours.

- Display values must be in hours and minutes instead of decimal format.

#### **4. Filters & Reporting Issues:**

- Some filters (e.g., qualification, site mapping) were missing or misconfigured.
- Discussion on implementing site-based, qualification, and blacklist filters.
- Historical data and counts (e.g., rejections, shift history) must be maintained.

#### **5. UI/UX Improvements:**

- Fix layout issues related to data display in reports.
- Dropdowns for sorting based on: pay rate, seniority, weekly hours, and monthly hours.
- Radio buttons vs dropdown usage debated; dropdowns preferred for scalability.

#### **6. Notifications & Email Integration:**

- Email input field required to send shift notifications.
- Notification logic to be synced with company settings.

#### **7. Leave Handling:**

- Employees on leave should not receive shift requests.
- The system must identify and restrict shift assignments for those on approved leave.

#### **8. Experience-Based Assignment:**

- Shifts should be assigned based on employee experience and history.
- Incorporate logic to avoid assigning blacklisted employees to certain sites.

#### **9. Back-End Data Handling:**

- Ensuring correct overtime and double time data is passed from the back-end.
- Need for internal testing by developers before pushing updates.
- Conversion of units (e.g., minutes to hour-minute format) must be corrected.

#### **10. Clarifications on Filters & Functionality:**

- Importance of verifying that required filters and functionalities are mapped properly.
- Ticket tracking and clear documentation required before development begins.
- No new features should be developed without finalized documentation and confirmed requirements.

#### **11. Next Steps:**

- Update documentation and address any missing implementation points.
- Jatin to verify issues and apply fixes where applicable.
- Final testing after all filters and calculations are verified.
- Timeline to be shared for development completion after all confirmations.