

Minutes of Meeting

Date and Time	23 April 2025 09:00 PST	Meeting type	Zoom
Organiser	Ms. Shruti	Client	Citywide

Attendees (Internal)

- Rupesh
- Kuldeep
- Vishesh
- Sangita
- Neha
- Ajay
- Abhishek
- Jaspreet

Attendees (Client Side)

- Teresa, Tom, Matt, Randy

Agenda

- **Discussions on the following:**
 - Mobile Application Walkthrough
 - CRM Integration and Workflow Demo
 - Design Discussion

Summary

- 1. Mobile Application Walkthrough:** Dev team gave the demo of the mobile application and showcased the overall field officer's workflow.
 - a. Queries:**
 - i. When uploading images, users do not need to crop them; full-sized images can be uploaded directly from the gallery.
 - ii. Teresa noted that the fields for "PD Officer's Name" and "Badge Number" were incorrectly placed in the trespass advisal form. This issue is due to new changes on the web, which have not been updated in the mobile app yet.
 - iii. Teresa asked about the functionality of the notification bell. It was confirmed that clicking on a notification does not redirect users to a specific page. Notifications are currently read-only.
 - b. Additional Features or confirmations:**

- i. Implement the feature to allow users to click notifications and be redirected to the relevant page.
- ii. Add the feature to allow navigation from the home screen to site notes.
- iii. Ensure swipe functionality is consistent for accessing actions across different sections.
- iv. Consider merging the "End Shift" and "Submit Reports" actions for a smoother workflow, but ensure that vehicle inspections are completed first.
- v. Ensure Geo Scans functionality works properly with the app and push notifications are triggered when entering the designated area.
- vi. Ensure full integration of the Geo Scan feature for location-based tracking and notifications.

c. Mobile App Approval Process:

- i. **Google Play Store:** The app will usually be approved on the Google Play Store within a day. However, version updates (bug fixes, etc.) can be verified within 15 minutes.
- ii. **Apple App Store:** Apple's approval process is slower, usually taking 24-72 hours for the first-time approval and about 24 hours for version updates.

d. Training Module & Admin Functionality on Mobile App:

- i. **Training module:** Tom raised concerns about the lack of a training module on the mobile app, which would be important for employees to use while on-the-go. The dev team clarified that this could be included in the future versions of the app.
- ii. **Admin functionality:** The app currently doesn't support full admin functionality, but Tom mentioned that being able to make certain changes (e.g., permissions) on-the-go is a requirement. It's noted that this could be part of future versions of the app, depending on cost and time.

e. Next Steps:

- i. **Test Flight Build:** Once the app passes internal testing, a "Test Flight" build will be shared with the team for further testing. The Google Play and Apple App Store accounts need to be approved to finalize the process.
- ii. **Cost & Timeline for Future Features:** Tom is asking for an estimate of time and cost to integrate all the web features into the app, including admin functionality and the training module.
- iii. **Apple App Store Status:** Teresa mentioned that the Apple account is still pending approval, but she plans to call them on the same day. The Google account is in progress as well.

2. CRM Integration and Workflow Demo:

- a. **VTiger CRM Setup:** The dev team is setting up VTiger locally and discussing how it can be integrated into the existing system. Team wants to know whether the CRM should open in a new window or be embedded within the current system as a menu item.
- b. **User Access:** There's a discussion on whether users need separate VTiger accounts or if it will be set up as an internal instance managed by the CommandHub system.
- c. **Menu Structure:** Tom doesn't want the CRM to be a separate URL. He prefers that the CRM link should appear as part of the existing CommandHub menu, and clicking it should open VTiger within the same system, preserving the branding and user experience.

3. Design Discussion:

a. UI Adjustments for Listing:

- i. The design for a listing screen was reviewed, focusing on addressing the "dead space" and improving the layout, especially the pagination and sidebar.
- ii. The original design had unused space at the bottom of the listing, which was fixed in the updated version.
- iii. The description column was highlighted as the most important part and needed more space.
- iv. The design changes were to be made responsive, considering screen sizes ranging from 12 to 14 inches for patrol officers.

b. Device Specifications:

- i. Teresa confirmed that the laptops used have a 12.5-inch screen with a resolution of 1366x768 pixels. The dev team suggested using this data to finalize the responsive design.

c. Assignment Setup UI:

- i. This includes the confirmation of the assignment design to which Teresa agreed.
- ii. There was a requirement of snitch time in the assignment edit was proposed as well.