

## Minutes of Meeting

<b>Date and Time</b>	15 May 2025 09:00 PST	<b>Meeting type</b>	Zoom
<b>Organiser</b>	Mr. Rupesh	<b>Client</b>	Citywide

### Attendees (Internal)

- Rupesh
- Kuldeep
- Jaspreet
- Sangita
- Vishesh

### Attendees (Client Side )

- Tom, Teresa, Matt

### Agenda

- **Discussions on the following:**
  - Scheduling – Open Shifts, Filters
  - ESF Discussion
  - Mobile App Hours Discussion

### The following things are discussed:

- 1. Scheduling – Open Shifts, Filters, Employee View:**
  - a. Open Shift Request Flow:**
    - i. Display open shifts in “My Schedule” for eligible officers.
    - ii. Allow officers to request assignment.
    - iii. Admin receives notification and approves/rejects.
    - iv. Once approved, shifts are assigned and removed from others' views.
  - b. No Separate Employee View:**
    - i. Continue using the existing schedule view with person-based filters.
    - ii. Do not implement a separate “Employee View” dashboard.
  - c. Experience Filter Logic:**
    - i. Add filter for “Experience at Client Site” based on 5 completed shifts.
    - ii. Must exclude blacklisted users even if they meet shift count.
    - iii. Should be configurable (allow client to define the number if needed).

**d. Automatic Assignment on Schedule:**

- i. When an officer not assigned to a site/beat is selected from the schedule, the system should auto-assign access.

**e. Availability Logic:**

- i. Officers shown as “available” must be free during the selected time slot.
- ii. Experience filters should work as an additional narrowing tool.

**f. Beat-Level Experience for Patrol Officers:**

- i. If a patrol officer has experience at beat-level, they should be treated as experienced for all sites within that beat.

**g. Shift Qualifications Filter:**

- i. Sites must be updated to associate required permits (guard card, firearm permit, etc.) via services.
- ii. In service creation/edit, add a field for required permits (single or multiple).
- iii. Officers must have all required permits on their profile to qualify.
- iv. When the “Meet Shift Qualifications” filter is active, only matching officers will be shown.

**h. No Overtime Caused Filter:**

- i. Implement logic to exclude officers who would exceed:
  - 1. Daily
  - 2. Weekly
  - 3. Monthly overtime thresholds
- ii. Use the same logic already used to color-code shifts red when assigning.

**i. No Double Time Filter:**

- i. Add a new **optional filter** for “No Double Time”.
- ii. When selected, exclude officers who would go into **double time**, but allow those who may hit **regular overtime**.

**2. ESF Discussion:**

- a. Several system issues reported by David:
  - i. Requests for features like incident reports (fire, EMS) noted.
  - ii. Issue reported: site disappears after editing — not reproducible so far.
  - iii. The meeting was planned to observe how David uses the system and identify causes.
  - iv. Main focus of that call: address bugs/glitches over new features.

**3. Mobile App Hours Discussion:**

- i. Tom raised concerns about the mobile app development scope and hours.
  - 1. 94 hours have been used; 188 more are needed (total 282) to align with recent web updates.
  - 2. Tom questioned what was included in the original payment versus what’s now additional.
  - 3. The team clarified that many new requests are outside the original scope.
  - 4. The patrol officer module was estimated at 40 hours; Tom asked to pause it.
  - 5. The goal is to launch the app by the end of May or mid-June.

6. Teresa confirmed the app is mostly ready for standing guards, pending final testing.
7. Access to Google Play and Firebase is still pending.

