

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.