

Minutes of Meeting

Date and Time	27 November 2025 09:00 PST	Meeting type	Zoom
Organiser	Mr. Rupesh	Client	Citywide

Attendees (Internal)

- Rupesh
- Kuldeep
- Jaspreet
- Vishesh
- Ajay
- Rahul
- Pankaj

Attendees (Client Side)

- Teresa

Agenda

- **Discussions on the following:**
 - Review of PSSP Change Requests & Timelines
 - Feature Discussion: Multiple Shift Creation
 - Ticket Creation & Issue Categorization
 - Issue Replication & Verification
 - Prioritization of Items
 - Build Update Status
 - Attendance Page: Auto-Refresh / Infinite Scroll Discussion
 - New Ticket Raised: Call-Out Alignment Issue
 - Build Deliverables for Tomorrow
 - Hotfix Strategy
 - Overall PSSP Client Sensitivity

The following things are discussed:

1. Review of PSSP Change Requests & Timelines

a. Threshold Settings

- i. Jaspreet shared the updated screen with timelines for new PSSP change requests.
- ii. Two specific threshold-related requirements were highlighted:
 1. Patrol Officer: Threshold to be set at the beat level.
 2. Field Officer: A similar threshold-setting feature is needed at the officer level.
- iii. Timelines were added for both items.

b. "Received By" Column

- i. Estimated to take 15–30 minutes.
- ii. Included in the list of items that can be delivered soon.

c. "Hold Reports Until Approved"

- i. Identified as a **major requirement** for PSSP.
- ii. Will require:
 1. Complete workflow modification.
 2. Thorough testing.
- iii. Estimated development: **8–16 hours** (shared across multiple developers; real-time completion may be within a day).

d. Auto-Attach Feature

- i. Part of existing change requests.
- ii. Included in the timeline sheet shared by Jaspreet.

2. Feature Discussion: Multiple Shift Creation

a. Jaspreet's Query

- i. Asked whether "**Create Multiple Shifts at Once**" needs to be implemented.
- ii. Concern: This feature would require extensive checks and longer development time.

b. Client Clarification (Teresa)

- i. This feature is **not needed now**.
- ii. During discussions, the client was satisfied with the **copy & paste** functionality for shifts.
- iii. "Multiple shift creation" goes to the **back burner** for future consideration.

3. Ticket Creation & Issue Categorization

- a. Jaspreet created **one combined ticket** capturing both issues and change requests.
- b. She plans to split them into **separate tickets** for better tracking.
- c. Teresa confirmed **no new ticket** is needed for the multiple shift creation feature.

4. Issue Replication & Verification

- a. Jaspreet:
 - i. Some issues were replicated.
 - ii. Those **not replicable** will have videos recorded and shared.
 - iii. Replicable issues will be fixed.
- b. Teresa:

- i. Asked whether the list was prepared based on:
 - 1. Initial conversation, or
 - 2. Revised list with red highlights.
- c. Jaspreet confirmed both the Slack screenshot and call summary were used.
- d. **Action:**
 - i. Team to re-check all issues to ensure alignment with the latest clarifications.

5. Prioritization of Items

- a. Teresa will review the list and set priorities **based on her availability**.
- b. No requirement to finalize priorities in the current meeting.

6. Build Update Status

- a. The Development Team faced an issue during upload, hence build was temporarily put on hold.
- b. The fix is ready; the plan is to **update the build tomorrow morning (IST)**.
- c. The update will **not impact officer operations**.

7. Attendance Page: Auto-Refresh / Infinite Scroll Discussion

a. Requirement Background

- i. The attendance page is used by Dispatch as a **live roster** across multiple screens.
- ii. They want the ability to see live check-ins and check-outs without full browser refresh.

b. Discussion Points

- i. Teresa asked whether infinite scroll would solve the issue.
- ii. Team clarified:
 - 1. **Infinite scroll behaves like pagination** and will take the user back to the top.
 - 2. The attendance page includes many operations; live refresh can interrupt actions.

c. Proposed Solutions

i. Manual Refresh Option

- 1. Refresh only the listing, not the entire page.
- 2. Filters and context remain intact.

ii. Auto-Refresh Option

- 1. Page auto-refreshes at a selected interval (e.g., every 5 minutes).
- 2. Risk: If the dispatcher is on page 3–4, auto-refresh would move them to page 1.

iii. Conditional Auto-Refresh

- 1. Auto-refresh only when no operations are being performed.

d. Next Step

- i. DITSTEK will internally finalize the solution and propose the flow to Teresa for approval.

8. New Ticket Raised: Call-Out Alignment Issue

a. Client Feedback

- i. Remark types (General/Negative) are not aligning correctly.
- ii. For call-outs:
 - 1. **Excused** should be General.
 - 2. **Unexcused** should be Negative.
- iii. Current ERM entries do not clearly capture “excused/unexcused” status.

- iv. The UI layout feels misaligned (remark type vs reason vs remark name).

b. Action:

- i. Team to review current behavior and propose corrected alignment logic.

9. Build Deliverables for Tomorrow

- a. Jaspreet confirmed that **1–2 improvements** from PSSP can be included:
 - i. "Received By" column
 - ii. Default dropdown correction
 - iii. Possibly 1–2 more small items depending on readiness
- b. Teresa appreciated this for showing progress to PSSP leadership.

10. Hotfix Strategy

- a. Teresa asked if major items (like “hold reports until approved”) can be pushed as **hotfixes**.
- b. Kuldeep confirmed:
 - i. Hotfixes **can be done**, possibly 2–3 per week.
 - ii. Priority will be given to high-impact items.

11. Overall PSSP Client Sensitivity

- a. Teresa mentioned:
 - i. PSSP is their **only active client** currently.
 - ii. Leadership concerns exist; need to show momentum.
 - iii. She hasn’t escalated all client complaints internally to avoid deprioritization.
- b. Team reassured:
 - i. Maximum efforts will be made to push items steadily into production.



