

## Minutes of Meeting

Date and Time	24 July 2025 09:00 PST	Meeting type	Zoom
Organiser	Mr. Rupesh	Client	Citywide

### Attendees (Internal)

- Rupesh
- Kuldeep
- Jaspreet
- Sangita
- Vishesh
- Akash
- Ravinder
- Rahul
- Akash
- Amit
- Gurpreet

### Attendees (Client Side )

- Tom, Teresa, Randy, Matt

### Agenda

- **Discussions on the following:**
  - Oceanside PD - Jurisdiction & Workflow Understanding
  - Fleet Management Planning
  - Training Module & ERM Updates
  - Build Deployment Timing Adjustment
  - Build Testing & Validation
  - Development Meeting Schedule Adjustments
  - Review of Trello Board Tasks
  - New Priority Alignment
  - AI-Related Scope Items
  - Timeline Alignment

The following things are discussed:

## **1. Oceanside PD - Jurisdiction & Workflow Understanding**

- a. **Objective:** Team presented their understanding of how Oceanside PD flow would work based on internal research.
- b. **Jurisdiction Definition:**
  - i. Jurisdiction refers to the legal geographical area within which officers can operate.
  - ii. Jurisdictions (e.g., Oceanside city limits) can be divided into smaller operational zones like districts or beats.
- c. **Tom's Clarification:**
  - i. Current discussion may be premature; pending meeting with PD's dispatch in ~2 weeks will provide concrete direction.
  - ii. Officers have statewide jurisdiction but should get a system **warning** (not restriction) when acting outside their city's limits.
- d. **Randy's Clarification:**
  - i. Jurisdiction terms like "beats," "districts," or "zones" vary across departments.
  - ii. PD structure often overrides boundaries in high-priority cases (e.g., officer down).
  - iii. Dispatchers—not system—handle assignments; system should **not auto-assign**.
  - iv. Zones/beats should exist only for organizational/scheduling awareness (not enforcement or restrictions).
- e. **Shift Scheduling and Incident Assignment**
  - i. **Clarification by Tom and Randy:**
    - 1. Shift creation should be **independent** of site or beat.
    - 2. Officers should not be restricted in movement between beats/zones.
    - 3. Dispatchers handle real-time assignments based on internal PD processes.
  - ii. **CommandHub Super Admin Dashboard:**
    - 1. **Update by Kuldeep:**
      - a. Phase 1 (Analytics + Data Mapping) is 60–70% complete on the backend.
      - b. DB schema setup mostly done.
      - c. Frontend will begin integrating APIs after backend completion.
      - d. **First demo** committed by **Second week of August**. Confirmation email to follow.
  - iii. **Ongoing Development Progress;**
    - 1. **Shared by Kuldeep:**
      - a. Priorities discussed in previous emails are already under development.
      - b. Help & Support form has been implemented and is company-specific.
      - c. Mobile app updates (shift changes, OpenShift, RejectShift, ERM feedback) are complete.
      - d. A **TestFlight build** will be shared by tomorrow for client review.
      - e. Post feedback, production release scheduled for next

week.

**iv. AI Features (Kaiser & BCI)**

1. **Tom:** Requested update on AI features.
2. **Kuldeep:** Team is waiting for priority allocation; suggested aligning with Ari (AI expert) to initiate.

**v. Compliance & Security (SOC 2, HIPAA, etc.)**

**1. Tom's Concern:**

- a. Need to begin work on SOC 2, HIPAA compliance and site-level security.
  - b. May need to prioritize U.S.-based devs for these tasks.
2. **Kuldeep:** Initial exploration of compliance needs is underway; highlighted need to align platform upgrades with Oceanside PD workflows as part of this.

**vi. Oceanside PD Workflow Assumptions & Uncertainty**

1. **Discussion:** Randy and Tom clarified that municipalities like Calexico, El Centro, and Montecito operate with minimal dispatcher input and high reliance on mobile data terminals.
2. **Challenge:** There is a lack of concrete understanding of Oceanside PD's operational workflow, making it premature to architect a solution or integration without direct feedback.
3. **Outcome:** Everyone agreed that assumptions should be avoided. Integration decisions must be postponed until there is clarity from Oceanside PD.

**vii. External System Integration (DOJ, First2, NCIC)**

1. **Status:** Arian is currently handling research into systems like DOJ, First2, and NCIC.
2. **Barrier:** SOC 2 and HIPAA compliance is a prerequisite to engaging with DOJ, and this requires sponsorship from Oceanside PD—which is currently not available.
3. **Note:** Further planning is contingent on receiving requirements from Oceanside PD.

**viii. CommandHub & Location Independence for PD**

1. **Discussion:** Tom emphasized that unlike current CommandHub reliance on “sites,” PD operations might not be location-tied.
2. **Scheduling Impact:** Need to rethink shift scheduling not based on physical locations but on shift types (e.g., Day, Swing, Graveyard) or role titles (e.g., patrol officer, detective).
3. **Suggestion:** Officers may need to be scheduled based on roles/job titles instead of mapped locations. Assignments should be linked by role, not geography.

**2. Fleet Management Planning**

1. **Next Steps:** Team is awaiting Oceanside's feedback to finalize the approach. Fleet management discussions to resume the following week based on prior values already discussed.

**3. Training Module & ERM Updates**

**a. Status:**

- i. Initial feedback changes are already live in production.
- ii. Remaining updates (e.g., UI collapsing issue, actionable buttons) to be included in the next build.
- b. **Timeline:** Next build is planned for **Saturday, August 3rd** (initially proposed) but rescheduling was discussed.

#### 4. Build Deployment Timing Adjustment

- a. **Issue:** Builds currently being pushed when no team members are available to verify or provide feedback.
- b. **Proposal:** Move build deployment to a **weekday at 6:00 PM PST**, allowing the U.S. team to test immediately.
- c. **Final Agreement:**
  - i. Tentative plan to deploy the build on **Tuesday, August 5th, at 6:00 PM PST**.
  - ii. Allows Kuldeep's team (India morning) to be available for support throughout U.S. working hours.

#### 5. Build Testing & Validation

- a. **Responsibility:** Kuldeep to share build artifacts and test updates with Teresa for approval.
- b. **Requirement:** Build should not be pushed without ensuring availability of team members to handle issues live.

#### 6. Development Meeting Schedule Adjustments

- a. **Week of August 4th – 10th:**
  - i. **Wednesday, August 6th (Morning):** Meeting will happen as scheduled.
  - ii. **Thursday, August 7th: Meeting Canceled** due to team unavailability.
  - iii. Team confirmed this is a one-time change for that week only.

#### 7. Review of Trello Board Tasks

- a. **Review of Trello Board Tasks**
  - i. **Kuldeep** initiated the discussion on reviewing pending Trello board items related to the Commander module.
  - ii. Alignment of upcoming priorities based on client needs was agreed upon.
- b. **Fleet Management – Vehicle Depreciation:**
  - i. **Jaspreet** raised the suggestion to incorporate a **price field** for vehicle depreciation in the Fleet module.
  - ii. No objections were raised. To be implemented.
- c. **PDF Report Layout:**
  - i. Jaspreet confirmed updates to the PDF layout for better readability.
  - ii. **Teresa** confirmed that the current version is acceptable.
  - iii. Task moved to *In Progress*.
- d. **Chat Module**
  - i. **Tom** highlighted the backlog of the chat module and agreed to move it up in priority.
  - ii. **Kuldeep** suggested creating a new card for next priorities in Trello for visibility.

#### 8. New Priority Alignment

- a. **Tom** emphasized that **AI Implementation** will be the **#1 priority** for the next phase.

- b. Chat Module to follow as priority #2.

## 9. AI-Related Scope Items

- a. Discussed AI-related features:
  - i. Integration of data systems for law enforcement
  - ii. SMS notifications
  - iii. Skill-based color coding
  - iv. Form builder
  - v. ERM-related write-up improvements

## 10. Timeline Alignment:

- a. Tom reiterated expectations for completing all current priority items by **end of September 2025**.
  - i. These include CommandHub, SuperAdmin Panel, MyAnalytics, BCI, and Kaiser-specific implementations.
  - ii. ChatGPT integration into reports is also part of the deliverables.
- b. The original timeline was four months, pushed to **three months**, with **one month already passed**.
- c. **End goal:** Everything completed by **September 30, 2025**; earlier completion by August would be appreciated.
- d. **Pending Items List**
  - i. Tom asked **Rupesh/Kuldeep** to retrieve and confirm the full list of pending deliverables discussed with Nidhi, Teresa, and Matt.
  - ii. The same list to be reviewed and tracked for September delivery.
- e. **CHS Admin Phase 2**
  - i. Confirmed that CHS Admin Phase 2 is part of the current scope.
  - ii. Final list of tasks and expectations to be confirmed post-internal review.

