Minutes of Meeting

Date and Time	13 November 2025 09:00 PST	Meeting type	Zoom
Organiser	Mr. Rupesh	**Client**	Citywide

Attendees (Internal)
- Rupesh   - Kuldeep   - Jaspreet   - Ravinder   - Ajay   - Pankaj   - Akash   - Rahul
Attendees (Client Side)
Tom, Teresa, Matt, Randy

Agenda
Discussions on the following: - Initial Discussions & Access   - Review of Priority Sheet & Status Updates   - Admin Panel Development Status   - Concerns Raised by Tom   - Discussion on Priority Tickets and Teams

The following things are discussed:

1. **Initial Discussions & Access**
   a. **Mobile Sheet Access**
      i. Teresa requested edit access to the mobile priorities sheet.
      ii. Access was granted during the call.
   b. **TestFlight Issue – Violation Tab Missing**
      i. Teresa noted that the **Violation tab is not visible in TestFlight build 42**.
      ii. Jaspreet will **verify internally and confirm after the call**.
2. **Review of Priority Sheet & Status Updates**
   a. Jaspreet walked through the sheet reflecting tasks planned from June onward.
   b. **Completed / In-Production Items**
      i. The following items were confirmed as **already live on production**:
         1. Scheduling filters and related scheduling changes
         2. Form enhancements (edit/delete forms)
         3. Marking citations as valid/invalid
         4. Added addresses and vehicle information
         5. Bug history
         6. Password reset
         7. Mobile changes (form enhancements, shift bidding accept/reject)
   c. **Items Currently in QA**
      i. **Analytics Module**
         1. UI issues identified during today's review
         2. Fixes will be completed **today**
         3. Target: **Analytics to be pushed to production by tomorrow (client morning)**
3. **Admin Panel Development Status**
   a. **Phase 1 Clarification**
      i. Tom asked whether "development completed" means coding only, or coding + QA.
      ii. Jaspreet clarified:
         1. Coding for **Admin Panel Phase 1 is done**.
         2. Deployment to a dedicated domain is also done.
         3. QA is pending because focus shifted due to PSSP priority items.
   b. **Phase 2 & 3 Roadmap**
      i. **Phase 2:**
         1. Covers majority of onboarding process
         2. Includes:
            a. Creating branches
            b. Assigning permissions
            c. Managing modules
            d. Viewing instance statistics
         3. Team is targeting **Phase 1 + Phase 2 delivery within November**
      ii. **Phase 3 (Future Vision):**
         1. Client-facing onboarding wizard

2. Admin can upload files, fill steps → instance auto-configured
3. Similar to modern self-onboarding SaaS flows
c. **Additional Feature Note**
    i. Will include **plan building**, module bundling, and multi-branch requests for clients.

4. **Concerns Raised by Tom**
   a. **Need for Better Projection & Tracking**
      i. Tom requested a structured way of tracking commitments versus delivery. Requirements:
         1. **A single unified sheet**
            a. No multiple sheets causing confusion
            b. Everything in one place
         2. **Status Projection Column**
            a. When an item is placed under "August" or any month
            b. Must include **projected status** by end of that month:
               i. Development completed
               ii. In QA
               iii. In Production
               iv. Fully Completed
         3. **Color Coding**
            a. **Yellow:** new items added later (unplanned but priority)
            b. **Red Line:** items paused/stopped because a new priority took over
            c. **No Color:** original planned items
         4. **Clear Priority Levels**
            a. Priority 1, 2, 3 assigned by CommandHub
            b. Ensures correct items paused/resumed
            c. Prevents team from deprioritizing something important
         5. **Avoid Confusion / Improve Transparency**
            a. Helps protect dev team from misinterpretation
            b. Removes ambiguity in monthly reports
   b. **Product Strategy Priorities (Client View)**
      i. Tom emphasized:
      ii. **Stop building new features except:**
         1. KPIs
         2. Help & Support
         3. Analytics
      iii. **Focus efforts on fixing existing modules**
      iv. **Fully launch Admin Panel ASAP**
         1. This impacts sales capability
         2. Needed for packaging the product into levels/tiers
         3. Current onboarding time (1 week+) is too long
         4. Admin panel reduces onboarding dependency on developers

5. **Discussion on Priority Tickets and Teams**
   a. **Priority 1 Tickets from Trello**
      i. Jaspreet highlighted:
         1. Trello tickets marked as **Priority 1** include:
            a. Status
            b. User tracking

            c. Payroll

            d. Reporting

            e. Scheduling

            f. Smaller fixes that need coverage

        2. Team needs guidance on:

            a. Whether to prioritize these along with the existing module enhancements.

b. Team Structure

    i. Tom requested clarity on:

        1. "How many teams do you have?"

    ii. Response:

        1. **12 team members total**, including QA

        2. **8 developers**, split into **4 teams**:

            a. Team 1 – Admin Panel

            b. Team 2 – Trello Tickets (bugs & enhancements)

            c. Team 3 – App synchronisation (web + mobile alignment)

            d. Team 4 – KPI & PTO (includes analytics)

c. Need for Timelines Per Team

    i. Teresa requested:

        1. For each team, how long their current assigned module will take

        2. So future priorities can be allocated accordingly

        3. Estimation per module needed (1 week/2 weeks/3 weeks etc.)

    ii. Rupesh clarified that this is **different from sprint-level reporting** and requires explicit estimation.

    iii. Kuldeep added:

        1. Sprints include combination of:

            a. Bugs

            b. Trello tickets

            c. Development modules

        2. For Trello tickets, they take as many as can be completed within the sprint timeline.

d. Discussion on Sprint Confusion & Carry-Forwards

    i. Client Concern

        1. Teresa highlighted confusion regarding old sprint items still appearing in new sprints.

        2. Expectation:

            a. If Sprint 4 is started and completed, all Sprint 4 items should be closed.

            b. However, many items from older sprints (2,3,4) remain pending but are not visible unless specifically checked.

    ii. Explanation from Development Team

        1. Jaspreet clarified:

            a. Carry-forwards happen due to **priority changes** and **task complexity**.

            b. Large modules (e.g., **KPI integration**, **Admin Panel**) naturally span across multiple sprints.

            c. Sprints do **not guarantee 100% completion** due to evolving priorities.

           iii.   **Need for Better Visibility**
- 1. Teresa emphasized the lack of visibility when:
  - a. A sprint closes
  - b. Tasks move to the next sprint
  - c. Older tasks remain untracked
- 2. Result: Old items stay pending for long durations because they aren't reprioritized visibly.

e. Requirement for Improved Monthly / Sprint Reporting
- **i. Monthly Review Expectation**
  - 1. At the end of every sprint (2 weeks):
    - a. CHS wants a clear update on:
      - i. What was completed
      - ii. What is carried over to the next sprint
      - iii. New estimated completion dates
      - iv. Items that remain pending from previous sprints
- **ii. Added Reporting Columns**
  - 1. Teresa requested adding the following columns to the master sheet:
    - a. Estimated Completion Date
    - b. Current Status (Dev / QA / Production / Carry Forward)
    - c. Which Sprint It Moves To (e.g., from Sprint 6 → Sprint 7)
    - d. Historical movement across sprints

f. Proposal for Sprint-End Internal Review Call
- i. Organizer (Rupesh) proposed:
  - 1. At the end of every sprint:
    - a. A call between **Jaspreet**, **Kuldeep**, and Client
    - b. Discuss:
      - i. Completed items
      - ii. Carry-forward items
      - iii. Updated targets
      - iv. Reprioritization if required
- ii. This will act as a **mini grooming session** every 2 weeks.
- iii. **The client agreed.**

g. Consolidated Tracking Approach (Master Sheet + Sub-Sheets)
- **i. Client Request**
  - 1. Tom stressed the importance of **one master sheet**, with:
    - a. All tasks
    - b. All priorities
    - c. All teams
    - d. Full life-cycle movement (Sprint → next Sprint → next Sprint)
- **ii. Sheet Structure Finalized**
  - 1. **One Master Sheet** (primary source of truth)
  - 2. **Individual Sprint Sheets** (supporting sheets at the bottom)
- iii. All new tracking columns and updates will appear in the master sheet first.
- iv. Everyone agreed.

h. Discussion on Current Priorities and Task Groups

      i.   Client's Priority Categories
1. Teresa reviewed priority groups 1–6:
   a. Priority 1 → Blockers, critical bugs
   b. Priority 2 → Enhancements
   c. Priority 3 → Quick access buttons, new but important items
   d. Priority 4–6 → Larger or future projects (e.g., CRM, Chat, Full Fleet Management)

      ii.   Priority Clarification
1. Teresa clarified:
   a. A lower priority (e.g., P4) doesn't mean "work after 3 months."
   b. It means: Work after P1, P2, and P3 items — **not neglected indefinitely**.

      iii.   Active Tickets Discussion
1. Jaspreet mentioned:
   a. Current sprint (Sprint 6 and 7 items) includes:
      i. Primary/backup unit
      ii. Activity code updates
      iii. En-route/arrive/clear time adjustments
      iv. Call reopen functionality
   b. Some tickets were replaced or updated; Jaspreet will review newly submitted tickets.

i. Missing / Untracked Items Noted by CHS
  i. Tom observed:
    1. **Employee tracking** was not visible in the priority sections.
    2. **Geofencing fixes** and associated call geofencing tickets require follow-up.
  ii. CHS requested ensuring all such items are included in the master sheet.

j. New Priority & Team Assignment Model (Finalized)
      i.   Current Team Structure
1. Tom summarized the current understanding:
   a. Team 1 – Bugs / Priority 1 Items
   b. Team 2 – Enhancements / Priority 2
   c. Team 3 – New Feature Development / Priority 3
   d. Team 4 – Mobile App Team
   e. Team 5 – QA Testing Team
   f. Team 6 – Design
   g. Team 7 – Management (Tracking & Coordination)

      ii.   Simplified Priority Model
1. To eliminate confusion:
   a. Use **only Priority 1, 2, and 3** for development tasks.
   b. Sub-prioritize them as:
      i. **1.1, 1.2, 1.3 …** for Team 1
      ii. **2.1, 2.2, 2.3 …** for Team 2
      iii. **3.1, 3.2, 3.3 …** for Team 3
      iv. **This tells each team exactly which item to work on next.**

      iii.   Benefits (as described by Tom)

1. No "random next task" after completing one item
2. No assumptions
3. No interference between teams
4. All tasks move sequentially
5. Easier tracking for everyone
6. No items falling through the cracks
7. Ditstek acknowledged this as **clear and implementable**.

 k. Alignment from Development Team
  i. Kuldeep confirmed:
   1. The new model provides clarity.
   2. Teams won't have to repeatedly ask Teresa for priorities.
   3. They will strictly follow the master list.
  ii. Rupesh acknowledged:
   1. Sprints will continue normally.
   2. The master sheet will serve cross-sprint tracking.
  iii. All parties were aligned.