

## Minutes of Meeting

Date and Time	15 May 2025 09:00 PST	Meeting type	Zoom
Organiser	Mr. Rupesh	Client	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.

