<u>Meeting Minutes</u>

Members Present (6 of 6):
- Katie
- Logan
- Max
- Ethan
- Sam
- Dylan

Friday, January 19th from 3:00 – 4:00 pm

In person discussion with our contact Amanda at the Port Hawkesbury Chamber of Commerce. Katie created and gave the following pitch:

Strait Area Chamber of Commerce 12 Draws of Christmas Project Plan

Dylan Coakley
Max Jennings
Logan Brown
Sam McKinnon
Ethan Rouse
Katie MacEachern

What You Need
- New software that can
    - Track ticket sellers and sales
    - Provide efficient ticket info entry and analysis
    - Keep a dependable master list of tickets

What More Can We Do?
- Allow sellers to request more/less tickets
- Provide Administrators to allocate tickets to sellers digitally
- Year to year statistical analysis
- Stream line tickets sales to data entry
- Potential -> Go paperless until draw

The Dream
- A generic web application that can be used by any ticket selling non-profit
- Including
    - Knight of Columbus
    - Minor hockey 50/50
    - School fundraisers

- Etc.

Web App – 2 sides
- The Seller
    - Sell tickets digitally
        - Easy to use interface
        - Data entered into database in real time
    - Each seller can track their progress
    - Request More/Less tickets

- The Administrator
    - Look up seller/buyer info and statistics
    - Allocate & Reallocate Tickets
    - Update Seller & Ticket Info
    - Add and Remove Sellers
    - Export Tickets for Draw
    - Data Analysis
        - Monthly/Yearly/Weekly ticket sale stats
        - Comparisons to previous years
        - Top buyers & sellers

Additionally
The website can
- Host Organization info and Winner History
- Links to other sites (the chamber, sponsors etc.)
- Running total/Prize List

Amanda thought that our ideas to extend her own needs were great, and she wished for us to incorporate them into the software.