**Preliminary client meeting plan**

**Hardware:** A Desktop computer with specifications to develop the application

**Software:** Sourcetree, Microsoft Project, MySQL, and Discord

**Security:**

Peoples roles: Clients, Admins, Caseworkers

**Processes:**

* To allow clients, admins and caseworkers to login as their respective role. Admins and caseworkers can see clients log in time.
* Show clients the courses and units for them to enrol in which will be displayed for admins and caseworkers to see.
* Allow admins to import, update and delete client and caseworker data and also industry, courses, and units.
* Allow caseworkers to view client data

**Data:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Users:**  userID  courses\_id  units\_id  fName  lName  email  password  loginDate  results  notes | **Admins:**  adminID  fName  lName  email  password | **Caseworkers:**  caseworkerID  fName  lName  email  password | **Industries:**  Id  industryDesc | **Courses**  Id  Industries\_id  Code  title | **Units**  Id  Name  unitDesc  courses\_id |

**Product purpose:**

The product is designed to assist EITS with client administration and supporting client activity. The users of this application will select from a list of desired industries, within the industries it provides information about educational courses which they can take and the skills required for them. The administrator can then view and track this information from the system which recorded the users' name, email, number, and activity throughout the application. EITS would like this application to welcome clients to the office and track their attendance and training progress throughout their use on this application and would like the information to be accessible via her computer tablet to easily access and see the data.

**Information gathering techniques:**

For the best and more appropriate information gathering we will conduct a client meeting to firstly gain the information and knowledge necessary to begin construction of the application. We will also use researching to the best of our abilities to gain further information about how the project should be constructed and detailed.

**Questions:**

* Where does the process start?
* What does this feature need to do?
* How might we meet this business need?
* Where would the user access this feature?
* Where would the user be located physically when using this feature?
* When will this feature be used?
* Do you have any project documentation you can provide us?
* What programs would you like us to use? (Any suggestions)
* How many industries did you want us to list?
* How many categories did you want us to list?

**Existing Repositories of information:**

EITS Client info and sample solution detail document.pdf

EITS Client Sample Forms.docx