**Meeting Minutes**

**P-CB-S2-04 (Group 3)**



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**Fontys University of Applied Sciences**

**Eindhoven – Netherland**

**2020-2021**

**Client Meeting:** Tuesday, 30th March 2021 (10.30 – 11.00)

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| **No.** | **References** | **Topics** | **Start Time** | **End Time** |
|  | Last Week Presentation | Update the progress based on critics last week meeting. | 10.30 | 10.31 |
|  | Website Application | 1. Employee(s) can see their schedule from home 2. Employee(s) can report sick from home 3. Employee(s) can apply for days off from home (holidays) 4. Employee(s) can change their own information based on the information that company have (would be better if the Admin can verify the changes).   The website application is available for all of the employees (incl. Administrator, Floor Manager, Warehouse Manager, Floor Employees, Warehouse Employees) | 10.31 | 10.33 |
|  | Warehouse Management | **Employees:**   1. The Floor Employee(s) can send restock request to the Warehouse Employee(s) based on the article numbers of the products. 2. The Warehouse Employee(s) can make request to the supplier when the stock of the products isn’t available or isn’t enough (need to be verify by the Warehouse Manager), the request only can happen once per day. They also need to inform the Floor Employee(s) about the availability of the products. 3. The Warehouse employee(s) also need to keep update the data for discontinued products.   There should be a data store for the stock request as well as the request supply to come in to the warehouse floor.  **Stock:**   1. The products need to be store organized by the numbers to make it easy to find. The odd number’s on the left side and the even number’s on the right side.   The sort function will be add on the warehouse scheduling system management. | 10.33 | 10.37 |
|  | Shift Management | 1. The schedules set on weekly calendars, 3 shifts per day 2. The employee shown based on the chosen department (on the weekly calendars also on the list of employees). 3. The contract hours of the employees should be shown on the list of employees. 4. The assigned hours of the employees should be shown on the list of employees. 5. Each employee only allowed work on 2 shifts per day 6. Assigned shift shouldn’t not be separated one to another for the same employee (e.g. if the employee has 2 shifts on that day the shift should be Morning shift and Evening shit or Evening shift and Afternoon shift.) 7. Employee(s) should be sort ascending based on contact type (full time to part time). 8. Notification pop up before assign overwork to the employee(s). 9. Check-In and Check-Out function for track the employee(s) (to calculate the working hours). 10. Dashboard for overall schedule. | 10.37 | 10.48 |
|  | Last Week Presentation | Reviews about the presentations last week need to do some improvements and some subject to focus on. | 10.48 | 10.50 |

**Mentor Meeting:** Wednesday, 31st March 2021 (10.00 – 11.00)

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| **No.** | **References** | **Topics** | **Start Time** | **End Time** |
|  | Meeting Schedule | 1. Make Agenda one day before the Meeting 2. Make arrangement who’s going to talk on the meeting (the spoke person or presenter) 3. Make arrangement who’s going to take notes on the meeting and keeping track of the meeting (the secretary) 4. Make a notes about the attendance of the meeting 5. Always send the Meeting minutes after the presentation to the participants 6. Need to improve the communication between teacher (tutor and client) and students. | 10.00 | 10.09 |
|  | Delivered Documents | 1. There’s still some binary file (Git Ignore isn’t proper) 2. Need to use branch properly (on GitHub) 3. Missing UML Class diagram | 10.09 | 10.13 |
|  | Project Method | 1. Using Iterative model 2. Explained about the iteration how it’s going to work and show the iteration schedule 3. Suggested which part should be focus on for the week 7 – week 9 (Website) 4. Discussed about further plan (Whole iteration). | 10.13 | 10.33 |
|  | Delivered Documents | Solve the problem cause by Git Ignore | 10.33 | 10.40 |
|  | Project | 1. Error connect to the database 2. Try to find the error came from 3. A little bit explanation how to find error with Debug | 10.40 | 11.05 |