Inspired IT Systems General Meeting with client

CTI Library

22/02/2013

10:30am

Opening:

Mr Prince Magagula opened and chaired the meeting.

Members who attended:

Mrs Leoni Mullets

ChikaneJuleka

Magabane Lethabo

Magagula Prince

Mahlati Sanelisiwe

Rust Albert

Agenda:

1. Credentials

2. Apologies

3. Minutes of last meeting

4. Background of business

5. Requirements

6. Any other business

7. Closure

Agenda adopted.

1. Credentials.

Will be attached on the next meeting as per attendance register.

2. Apologies.

There are no apologies for the meeting.

3. Minutes of last meeting.

There are no previous minutes as this is the first meeting.

4. Background of business.

Nelspruit Safari Rentals is a small car rental business in Nelspruit. It is focused on tourists who want to bookout 4x4s for safari drives. It is still a fairly small business for now, but it will expand soon.

At the moment they are using a hand written system, where everything is paper based, from bookings, payment, to returning the car. Nothing is done electronically except for EFT payments.

You can get the companies details on the yellowpages and you call to make a booking or visit their offices.

5. Requirements.

~Web based application and maybe with stand alone system, not sure at the moment.

Website should include the following:

~Book online

~Show available vehicles

~Daily rate

~Payment option-this must specify:

50% deposit of rate (daily rate x number of days car is rented out)

50% balance when car is brought back

Responsible for fuel (you get the car with full tank fuel and you return it with full tank fuel)

Mandatory insurance (included on daily rate)

only the car is insured

~Bank details for deposits (no credit card payments)

~Option to bookonline and pay cash or EFT

~Company details

Name

Number

Email address

Office address

~Online form

Name of driver

Contact details of driver

Drivers licence number or International drivers licence number

ID number or Passport number

~Interface should have a bushveld/African feel on it, have pictures of safari 4x4s, big 5, etc, anything that will attract tourists. Colors should be in accordance with this, colors like green, brown, etc

~Can include (but not a prerequisite) different languages like English, Sotho, and Zulu

~Show that only the car is insured, there is no personal insurance. There is a small fee though paid out for injuries caused.

What the client should be able to do on the system:

~Add users

~See bookings which have been made online, but still need to be approved.

~Send approval to the person who made the booking

~Change rates

~Add/Remove vehicles

~Temporarily unavail vehicles

~Add photos of vehicles

~Option to flag (red flag) bad payers

~Summary of transactions per vehicle (weekly and monthly)

System should not be fully automatic, client must be able to keep an eye on it.

6. Any other business .

A contract will have to be made for client, but only after both parties have agreed on what is required of the system, after the contract has been signed the client will have to fill in a form if she wants to add something later on.

7. Closure.

Meeting was closed. The date of the next meeting will be arranged on Monday the 25th of February by Albert. Members will be informed by Albert about the day and time of next meeting.