

## Client's Meeting

Location	SIT Building @ NYP, SR-4A
Date	15/9/22
Time	10.50 am - 11. am
Attendance	Professor Eric Lam (client) Siti Sarah Binte Mohamad Jailani Quek Kai Jie Nicholas (Presenter) Tan Weiqi (Presenter) Teo Zi Ning Ellynn

Agenda Items	
Agenda 1 : Confirming Functional & Non-Functional Requirements	<ol style="list-style-type: none"><li><b>1. What would you like to see on the landing page as a manager and as a staff?</b><ul style="list-style-type: none"><li>• Display in a dashboard format and only show the necessary information to cut down time spent scrolling</li><li>• Total working hours within last 6 months to avoid overloading work onto certain individual</li></ul></li><li><b>2. Definition of workload</b><ul style="list-style-type: none"><li>• No more than 40hours, avoid paying OT</li><li>• Assign staff that have not reach the 40 hr limit</li></ul></li><li><b>3. Is there a limit on how many users are able to access/use the system at the same time? (total number of steward and stewardess)</b><p>Since it's our hardware, therefore we decide</p></li><li><b>4. Rejection of task</b><ul style="list-style-type: none"><li>• A feature for last minute or overlooked plans</li><li>• Seldom used as staffs are inputting their available dates</li></ul></li><li><b>5. How will the users access the system? Only on-site via their own WIFI?</b><p>Currently, manually submitting through form. We can decide whether users can access from home (but then security becomes an issue)</p></li><li><b>6. Credential for log-in</b><ul style="list-style-type: none"><li>• Follow local law, NRIC might be against POFMA need to research.</li></ul></li><li><b>7. Working hours with rest</b><ul style="list-style-type: none"><li>• Rest time doesn't have to be consecutive, overlay, refuel, turnover of plans can be counted as rest time as well.</li></ul></li><li><b>8. Missing of work timetable submission deadline</b><ul style="list-style-type: none"><li>• Currently is to manually chase the staff for their available schedule</li></ul></li></ol>

Action Items	
Actions	<ol style="list-style-type: none"><li>1. Update requirements</li><li>2. Create UML diagram</li><li>3. Add use case descriptions</li><li>4. Come up with solutions for newly added requirements</li></ol>