**Slide 1: Group name**

Disciplinary & Asset Management Team

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**Slide 2: Outline of Tasks**

Team Responsibilities:

1. Provide a robust system that helps Ufix to
   1. track company assets (including rooms and laptops)
   2. improve operational efficiency

**Slide 3: Software We Will Use**

Python 3: the scripting language we will use to create the application

SQLite: the database query language we will use to manage the assets database itself

GitHub: allows efficient collaboration between all team members on the project

Slack: allows instant communication between team members

Trello: allows easy task creation and assignment to improve productivity

**Slide 4: Ethics Policies Overview**

Company Ethics Policy Summary:

Employees are expected to:

* Comply with the law and act with honesty, fairness and integrity.
* Report any ethical or legal concerns to your manager
* Use of company resources and assets must be properly documented and authorised by the asset management team.

Breach of policy will result in a stage 1 disciplinary, and repeat offences will result in higher tiers. Once a stage 3 disciplinary is reached, the company has the right suspend or fire the employee in question. Depending on the severity of the offence, the company may immediately issue a higher tier of disciplinary.

**Slide 5: Types of Asset**

Initial asset types:

* Company phones
* Company laptops
* Software licenses
* Room hire (see next slide)

**Slide 6: Types of Room Allocation**

Room categories:

* Office
* Meeting room
* Seminar room / auditorium

**Slide 7: Database Table Properties**

**Slide 8: Database Linking**

Josh’s diagram in the folder.