# Plan of Action

* 1. ~~Setup documentation template - GS~~
  2. Setup SVN to start with - Jaco
  3. Later SharePoint area for safe / general repository and access - Sherwin
  4. Jaco document – split into individual word files
     1. Main section as the root
     2. Look at inserting links
     3. Start with 1st in source document to create separate word document – catalogue lookup
  5. Sherwin to introduce to Jaco Microsoft Reporting Services – simple and to understand practically
  6. Jaco to investigate epMenu re-write in a new methodology (C#, Java …. )
     1. ~~Develop C# sample that can call latest Crystal~~
     2. ~~See if current epMenu can run C#~~
     3. Investigate Report Services to run batch generated reporting
     4. ~~GS to review Catalogue sub system~~
  7. Items to attend to:
     1. Review ALL backups with Teko. Report Back by Fri
        1. SVN
        2. Database
     2. ~~Point of Sale – work in progress 60% done~~
        1. ~~Cashiering~~
        2. ~~Banking~~
        3. ~~Multiple methods of payment~~
        4. ~~One payment to multiple accounts~~
        5. ~~Day end procedure to cash-up~~
        6. ~~Cashier banking policy~~
     3. User file-server stored data
     4. DRP review (get detail from Samuel)
     5. BCP review (get detail from Samuel)
     6. Technology and Internet Use policy
     7. Company policies and procedures
     8. Disciplinary code
     9. Database tables cleanup
  8. Jaco long term development strategy for ePart
     1. Review ePart re-dev
     2. Developer tools
     3. Consider cloud based using web server & browser application HTML5 standards to allow ease of client-side deployment
     4. WebSockets in detail
     5. Javascript skills development – non block with async / await
     6. POD scanning
     7. Developer environment deployment
     8. More detail around the Tomcat server
     9. A brief writeup on Web Sockets
     10. A brief writeup on JSON and how it is handled
     11. ~~Touch on the USB / RS232 interface to the display – working and risk~~
     12. ~~Provide a paragraph on the opportunity to replace the LED board with a large monitor~~

# Tasks

* 1. ~~Catalogue lookup – GS & Jaco~~
  2. ~~Sales order - Jaco~~
  3. ~~POS documentation – cashier – GS & Jaco~~
  4. Cashiering – shift close and banking
  5. Lost Sales strategy

# Priority

* 1. Company structure diagram