# **Meeting Minutes**

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| Project 053 - T27 | |
| **Date/Time:** | Apr 27, 11:00AM - 12:15PM |
| **Type:** | In person meeting with client Ayesha |
| **Minute Taker**: | Bill |
| **Attendees:** | Daniel Park, Kent Huang, Terence Leung, Bill Xue |
| **Regrets:** |  |

## **Notes:**

First meeting with client - gather information about project.

We met our client Ayesha Khan and her husband Ahmed Khan (who is in charge of the business) at Surrey Central Library. Ahmed briefly went over the goal of this project and we asked some questions for things we discussed about before and during the meeting.

Questions for client:

1. Which part do you want us to focus on? current website? mobile website? App (customer or dispatcher module)?

A: Focus is to reduce the workload of the dispatcher, automate the interactions between customer, dispatcher and driver as much as possible.

1. customer places call to “owner/dispatcher” - owner?

A: Ahmed is the owner. For now, he also acts as the dispatcher.

1. Should we display the restaurant’s menu in the website?

A: Out of scope. Focus on reduce the work of dispatcher.

1. # of stops? Is one customer able to order from multiple restaurants? Or is the driver picking up orders for multiple customers?

A: Both. We advised client that multiple stops for one delivery order is possible (have the customer put in all the pick-up locations in a text field). However we are planning to make the driver only able to do one delivery at a time, but it should be easy to change to multiple delivery later on.

1. appear.in for quick contacts/questions?

A: Client stated to contact them later to set up time of meeting.

1. weekly meeting time? once or twice?

A: Client stated to contact them later to set up time of meeting, they are not sure of their availability for next week right now.

1. may not have enough time developing payment functions incorporated into the app.

A: Client is OK with no payment functions. They do want a simple input field for the driver to put in how much money they spend & received.

Meeting Notes:

contract for restaurant - restaurant call owner for delivery driver

customer - restaurant - delivery

customer - client - pickup

\*Dispatch is most important part to work on:

* eliminate phone calls
* reduce workload

customer should be able to see ETA of delivery

Business operation time: 9am - 11pm

Similar app: getswift, littlefleets

registered customer - option to see last 10 orders?

login by phone number?

see where drivers are? (out of scope)

restaurant side - receipt attached as picture for records? (out of scope)

## **Action Items:**

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| everyone | check out getswift and littlefleets, see what similar apps are doing | Apr 28, 2017 | Open |
| everyone | discuss and come up with the web app design | Apr 28, 2017 | Open |
| Terence | set up meeting with client for next week | May 2, 2017 | Open |
| Daniel & Kent | look into Ajax - client side sends request to server and the server responses and updates content on client side(browser) without refreshing the webpage | Apr 30, 2017 | Open |