

Our program we want to focus on is health equipment loan program
provide basic health equipment free of charge to post op patients
all operations are volunteer run, 7 offices are completely volunteer run
only staff are to schedule shifts
project is to create a platform that helps our staff to organize and manage our volunteer
schedules, the basis of what we want is a platform where patients can put their schedule in the
system and the staff can also put available shifts in so that system will match the right shift with
the right availability
if they opted out and didn't want to take a specific shift it will tell co-ordinators
it would be a good function to add an sms feature so when a vacant shift is available a text
message is sent to all people who are available for that specific shift and that will let them
decide if they want to take it and this is where we are talking about specific roles

We will be using a web app.

make sure that multiple people can't accept the same job

Meetings will be with multiple people who work for Azar?
Meetings will be on Fridays at 10am

One meeting in Kelowna office

Timeline?

Deliverables:

Working on a configuration management plan

presentation on it at some point

Every thursday quick presentation

System Requirements:

none at this point.

do what Mohammad recommends?

What are the highest priorities in the document you sent us:

Volunteer: Volunteer piece is most important

Staff:

Admin