# Date/Time of Meeting: 21/09/2022

## Location: Microsoft Teams

## Participants: Jakub Jelinek, Mike Wang, Rositsa Nikolova, Iulia Toderascu, Daniil Blagoev

# Agenda item #1: What is the process of making an appointment?

## Discussion

* The sequence of actions is as follows: Call Sioux -> Sean picks up -> Visitor says they want to meet with person X from Sioux -> Sean can see X’s schedule in Outlook (ideally) -> Sean asks for the visitor’s data and one of the questions is if they will come with a car -> Visitor and X get a notification about the scheduled meeting
* The Outlook calendars are linked to the app in the best-case scenario

# Agenda item #2: What should each appointment include as information?

## Discussion

* If the visitor will come by car the license plate is required
* We can decide what information is relevant

# Agenda item #3: Who are the target users?

## Discussion

* Sean is the only one directly using the system, the others only get notified of the meetings

# Agenda item #4: How are the appointments being marked in the schedules?

## Discussion

* Meetings should ideally be schedule through Outlook

# Agenda item #5: How many parking spots do we have?

## Discussion

* About 10 visitor spots on the main parking
* We need to figure out how to keep track of them
* If the visitor spots on the main parking are taken, redirect the visitor to another parking where the spots are not tracked

# Agenda item #6: What is the main goal of the project (managing appointments/parking)?

## Discussion

* Managing appointments and parking are essential parts of the app

# Agenda item #7: A further explanation of the notification to person X when the visitor arrives

## Discussion

* Person X must be notified in how much time the visitor will be in the lobby depending on where the visitor parks
* If visitor comes without a car we do not send a notification with an estimation to person X

# Agenda item #8: How should the visitor be notified about the parking spot situation when they show up to the parking?

## Discussion

* Can be done through email/SMS