

## **Week 8 – Minutes of Meeting**

Project Name: Huachang Growmax Sales Order Application

Company: Huachang Growmax

### **Client Meeting**

**Date:** 14/10/2024

**Time:** 1:00 PM – 1:30 PM

**Venue:** WhatsApp Call

**Attendees:** Mr. Tang (Huachang Growmax Representative), Wallace Iglesias Chandrio

### **Discussion Points:**

#### **1. Daily Delivery Planning and Achievement:**

- Mr. Tang provided an overview of the daily delivery planning report.
  - On-hand orders in metric tons for product categories (Gold, Product, Straight, Organic, Specialty).
  - Revenue breakdown associated with those orders based on delivery timeframes (7 days, 14 days, and beyond 2 weeks).
  - The forecast vs. achievement section showed the total orders in hand versus orders delivered to date, highlighting the gap to be filled for each category to meet monthly targets.

#### **2. Clarification on Key Terms:**

- Mr. Tang explained that Total SO in hand refers to Sales Orders that have been created but are pending delivery.
- “Passed SO” vs “SO on Hold”:
  - Passed SO refers to orders that have successfully passed cost approval and are ready to be arranged for delivery.
  - SO on Hold refers to orders that are yet to go through cost approval, and thus, delivery is pending.

#### **3. Q4 Forecast and Progress Update:**

- Mr. Tang shared the Q4 forecast report for 2024, which highlighted the company's goals in metric tons for each product category and the actual deliveries made to date.
- Noted the 25% achievement rate toward the overall Q4 sales target.
- Discussion ensued on the monthly sales targets and the current performance in comparison to forecasts, as displayed in a color-coded chart that visualized progress per product category.

## **Team Meeting**

**Date:** 18/10/2024

**Time:** 7:00 PM – 8:00 PM

**Venue:** Google Teams

**Attendees:** Benjamin Tan Chen Hern (Leader), Wallace Iglesias Chandrio, Hein Htet Naing, Mahanthe Acharige Sachindri Sudeepa Chandrasiri

### **Discussion Points:**

#### **1. Client Meeting Recap:**

- Wallace provided a summary of the key takeaways from the earlier meeting with Mr. Tang, specifically:
  - The distinction between Total SO in hand, Passed SO, and SO on Hold.
  - The current progress toward the Q4 target, noting the 25% achievement rate.

#### **2. Project Progress:**

- **Database Work:** We all discussed how the system would need to handle sales order statuses and ensure real-time updates based on the Passed SO and SO on Hold classifications.
- **Interface Design:** Discussed the development of the user interface to display delivery progress and order tracking.
- **Documentation:** Confirmed updates to project documents and outlined tasks for the next phase.