- ➔ Handoff: When the project is completed and ready to hand over to the client.
  - ◆ What is essential information needed to keep the site up and running, which tokens are being used and will any tech need to be regularly maintained?
  - ◆ The code needs to be well-documented and readable
  - ◆ Will the code be thoroughly tested for bugs? (peer testing 2)
  - ◆ Square: Camp OAC login info

- ➔ Seller notifications:
  - ◆ Sellers (Lorne for example) should be notified when an order is placed at their respective locations. (Either via email or text)
  - ◆ When stock is low at <u>any</u> location (10 or fewer bundles) it would be helpful for there to be an alert sent out to the other locations. This would help sellers bring stock over to the location with low inventory. (Alert by text)

- ➔ E-transfers:
  - ◆ Need to include the order id in text receipt/ email
  - ◆ Payment is pending until paid. Customers should be notified that their payment is approved
  - ◆ Maybe have some way for customers to view their pending orders?

- ➔ Create locations:
  - ◆ Need to be able to create new locations and delete old locations. This is because throughout the season the sale locations will change, sometimes a location will only be used for a few weeks so we need to be able to edit locations easily.
  - ◆ There will also be multiple locations per region (Example: West Kelowna 1, West Kelowna 2, West Kelowna 3)

- ➔ Order filtering:
  - ◆ Be able to view customers who only ever place 1 order. Lorne would like to be able to view customers that only placed 1 order.
  - ◆ Create an analytics graph based on the busiest period of the day that orders are placed.
  - ◆ Searchability in backend

- ➔ Phone notifications:
    - ◆ This will be the new primary method of receipt generation.
    - ◆ Customer will receive their order info via text
    - ◆ If a customer does not want to receive a text, then they can select email only option

- ➔ Order form:
    - ◆ Error checking needs to be re-done
    - ◆ The customer should be forced to fill out 1 field at a time, and cannot continue to the next field until the prior one is properly completed. (Grey out the fields in the form until the customer gets to that point)

- ➔ General information about clients
    - ◆ Rotary Club and Camp OAC: Profits are split equally
    - ◆ "Ogopogo Rotary" as the title
    - ◆ [Logo] Rotary / OAC [Logo]

- ➔ Emp Login:
    - ◆ Should not mention the word "Employee"
    - ◆ Staff accounts should be created with an email sign-up

- ➔ Homepage:
    - ◆ Customers should be able to view locations somewhere
    - ◆ Each location will have:
        - ● Location name
        - ● 1 contact email
        - ● 1 contact phone #
        - ● Maybe sellers name