Workflow Meeting

February 18, 2021

Minutes of the Meeting

Start Time: 4:30 PM  
End Time: 6:10 PM

Participants:  
Lizney Niño  
Jet Tuazon  
John David Bachao  
Jonald Arjon Cruz  
Jok Espiritu  
Rio Rose Odiamar  
Mar Antonio Bacalla

**ANGEL’S PIZZA UPDATE**

* Bugs on new processes but sir Jay said that those bugs has been raised before.
* What tests are we doing? Why in Angel’s testing, there are more bugs being seen?
  + Different buying process with what ifs.
  + But there are scenarios we have not anticipated.
  + E.g. What they want to do in the new buying process is that if they want to change the option a, b, and c, the cart will automatically be cleared.
  + Some aspects overlooked are raised to be additional/changes.
* On testing, write different scenarios first before testing, then add remarks if that scenario is passed or failed.
* List of bugs
  + Loading in second choice of pizza not appearing on crust change.
  + Family size on Buy 1 Take 1.
  + Option A must be cleared if pop-menu has been cancelled.
* List of non-bugs
  + Remove Medium in buy 1 take 1.
  + Hide variable on non-pizza items
  + Remove “Price Starts at” on non-pizza item
  + Active Prize on product page on non-pizza item (there are items where dimension is not applicable) [Variable is optional.]
  + Double Deal second choice of pizza not appearing when non buy 1 take 1 pizza added on cart.
  + When changing buying option then adding item, the cart must not clear the item added.
  + Create a page for Incomplete orders if transaction is cancelled in Paynamics.
* Meet with ma’am Tin (supposedly this morning, but no actual meeting conducted).
* Sample different scenarios:
  + Size-crust – size and crust will appear
  + Pizza Size only – size and crust will appear but crust is blank
  + Pizza Crust only in dimension – size and crust will appear but size is blank
  + Non-Pizza crust only – crust only will appear but blank
  + Non-Pizza size only – size only will appear

**WORKFLOW**

* New template for project monitoring. To be updated daily starting tomorrow.
  + What
  + Start Date
  + Est. target Date
  + Actual hours
  + Hours left to completion
  + Status
  + In order of priority
* Do a template for acceptance of issues, trainings, and other concerns.
* Email all issues formally. Viber, chat, and call are not official communication method unless for urgent issues and links for meetings.
* Goal is to have a point person who will document all issues/concerns and communicate to the client. – Jet Tuazon (Pending)
* Minutes should be complete, not only what needs to be done, but what is the actual agreement.
* When testing, anticipate all scenarios and possibilities even though it is not included yet in the client’s requirements.

**FREDMARK**

* Binalik sa AWS because it is not functioning well in Hostinger.
* January 30, 2021 payroll problem – SSS New Contribution Table
  + They did manual payroll as a work around.
* This weekend, change from AWS to Hostinger.
* DTR is not actually did not tally because their employees sometimes have no actual time in or time out.
* Jonald Cruz will send an email regarding the findings. Copy sir Mar, ma’am Tin, Ma’am April.
* No log correction because they are not using the employee portal because they said that most of their employees do not know how to use the portal.
* Next time, it that happens again, add a screenshot to document that their employee has no actual time-in or time-out.
* If there is a new issue, set a meeting immediately to clarify the issues.

**UGT**

* Waiting for write-ups of the products.
* Rio Odiamar will do and edit the write-ups. (Priority)

**HAMMERTIME**

* Their last payroll is still last December 2020.
* Ma’am Gretchen is not using the PaySo.
* We’re waiting for their December payroll before updating their new SSS Table.
* Jonald Cruz should insist to ma’am Gretchen to use the system already.
* HTCI Payso in on Sypro, but to be transferred to Hostinger.

**RPMC**

* Training on March 4, 2021 (Thursday) at 1:30pm-5:30pm.
* Liz to email sir Justin the approved training schedule.
* People to be trained are sir Justin, ma’am Marjorie, ma’am Karen, and 2 managers.
* Can do payroll but ma’am Karen’s reason for not using it is regarding the reports that she is asking regarding loan reports.
* Attendance – DTR is connected to the system but not used. They are doing manual entry.
* Do not introduce manual entry to sir Justin’s training on March 4.
* Catch-up meeting, with Jok, JD, sir Mar, Ma’am Tin, Sir Justin, and Ma’am Karen on Tuesday morning. Ask them for availability.

**PCC**

* Training on February 22, 2021 (Monday) at 10AM.