# Client Meeting Minutes – 15/9/2022

## Attendees:

1. Teck Ping (Client)
2. Hakiim (Interviewer)
3. Melvin (Assistant Interviewer, Audio Recorder)
4. Jing Kang (Scribe)
5. Derrick

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| Key Points | Involved Personnel | Discussion |
| This is a new project, starting from scratch.  Which kind of structure does the client expect to be used? | Hakiim | TP: Cloud based architecture, as long as it is secured. |
| Maximum staff allocation per branch | Hakiim | TP: There is no maximum number of staff, this is up to management. Only work around the minimum, don’t set maximum as it will limit management allocation. |
| If one of the branches or section of the branch is closed. Should the system reflect these changes? | Hakiim | TP: Branch closure is not a fixed timing and can be random at a moment’s notice.  This will not be reflected on the system.  Give staff chance to indicate preference for the branches, if it’s not specified in the requirements, don’t have to have this feature.  If the Branch closed, it will be hard to make the system work. The system should not have constraints to indicate whether section or branch is closed. |
| When is the official cut-off date and time for staff availability?  How about Job allocation for managers? | Hakiim | TP: For staff availability indication, it will be Wednesday 2359.  For managers to complete Job allocation, it will be Thurs 2359.  Last chance for staff to request for job allocation.  For job swapping / job re-allocation (Manager), the period will be Wednesday to Thursday 2359.  By Friday, roster should be finalized, and staff can view their assignments. Manager can re-assign even if they have preference. |
| If staff re-allocation, rejection or swapping is missed? |  | Follow previously allocation planning, all prior allocation will be locked in, any unresolved rejection will be ignored. |
| Manager got allocation? | Hakiim | No, focus is only staff. |
| Job Preferences? Can elaborate? | Hakiim | TP: Indication of branch location preference, and branch section  However, preferences should include if the staff is willing to work on Pub. Holidays (Yes or No). |
| Is there a requirement to adhere to common web standards such as W3C? | Derrick | No, accessibility is not a requirement, but good to have. |
| Are there any security requirements or expectations of the system? | Jing Kang | TP: No requirements, however the system should consider having the basic measures such as:   * Authentication * Remote backup of database * User Access Control |
| What are the expected actions to be taken by the system if the roster is not filled for the week? | Melvin | TP: System should employ a Sanitization Check of sorts. For example, if managers missed out allocation of one or two staff?  The system should send notification / reminder email about missing roster member. |
| Wireframe feedback | Melvin | Table? Another column showing the name of the staff,  One page can show the name of the staff. Cant compare the staff |