# Client Meeting Minutes

Location: SR4A

Date: 15/09/2022

Time: 4.20pm to 4:30pm

Attendees:

Developers

* Adriel Koh
* Adrian Ng
* He Haiqi
* Shathiya Sulthana

Airline Pilot (Client)

* Teck Ping

Elicitation method: Interview and Document

Agenda items:

1. Clarifications of questions from project details

Action Items:

1. Update use case diagram
2. Update github story board
3. Update the M1 Report

Questions for Client (Airline Pilot)

1. What happens when the manager rejects the staff weekly availability after the deadline? (manager reject staff)
   1. Will the staff be informed?
   2. Will the manager be allowed the manually assign the schedule?

Time must always end at 2359

We will take it as though they are free every day, if they do not indicate their availability.

The first allocation phase happens on Wednesday.

If all accepted, Wednesday is for managers to assign the staff to where they are needed.

If staff wants to reject, they must do it by Wednesday 2359.

Thursday is for the managers to fill in the position with other available staff by 2359.

All allocations should be finalized by Friday.

1. What happens if the staff rejects manager’s allocation for them (staff reject manager)
   1. Is there a notification for the manager?

Staff can only reject certain slots, not the whole week’s allocation. Staff need to give the proper reasoning for the rejection to their managers.

1. Should the system be able to filter staffs that are qualified to work on a specific plane?

It is a helper function for the manager. It should help to filter to prevent mistakes from happening. (can implement if you want)

1. Are air steward/ stewardesses considered staff that should be allocated too?

Yes they are included. They don’t need any training needed. But working hours (constrictions) still apply.

1. Should company IT have full access to the system? (e.g. be able to view workload assignments, staff availability)

The admin is god, they can see everything.

1. In requirements given, The manager should be able to view up to three staff availability and any relevant information to make the job assignment easier on the job allocation page.
   1. What information would be relevant? E.g. rank, hours worked in the week, current location?

Where is the staff located now? Are you overloaded? How many hours have you been allocated? To know if they are overworked or underworked

1. Are HR users considered Managers of the system, since HR manages employees?

No HR, cause not in requirements.

1. What if there is no staff available due to the “planes do not stay on the ground for more than three hours” rule, how would the assignments be done?

Prompt a warning message to the manager that there is no one to be assigned.

1. Contradiction in third para first page and Point 8 of requirements (What is the exact timeframe for staff to edit or add their availabilities)

Take it to be 5 weeks. Rolling window of 5 weeks.

1. Does availabilities and job preference have the same meaning

Mutually exclusive. Type of aircraft to fly is preference & availability is timing they want to work.

1. Are IT Admin (Company staff) the intended audience of the Software dev document? (Since they are only using the system, not developing)

If they are an actor, they should be included in.

Database admin can be excluded. Cause not mentioned in document.

1. For the 40 hour rule, should the system take note of it if a staff reaches their max?

If it hits 40 hour limit It should flag out to the manager so they wont assign him.

Or make it unable for manager to assign that specific staff

Other notes

* Design for it to be scalable (to say how many users can use it now and in the future)
* Need to meet the criteria listed (conditions to be met when planning for the staff)
* If something is not mentioned the in document, can just ignore.

NFR

* More towards IS (Since we IS students)
  + Just the usual will do
  + How to protect against internal attacks
  + Data protection
  + How do we prevent breaches
  + XXS (how we going to prevent them)

*Can send email on our questions but he will only reply after week 5 (format to follow, font size 9, 1 page)*

Other Actionable

* Update use case diagram
* Update github story board
* Update the M1 Report