Meeting minutes for Ferry company, P1-8

Location: NYP-SR6B

Date: 13/09/2022

Time: 1420 - 1430

Attendance

Lim Ji Xuan Shane

Lim Jun Jie

Nur 'Afif Azfar bin Noor Iswar

Chong Yuxiang Alford

Alex Qiang Chen (Client)

Agenda Items

1. Demonstrating user flow based on roles with prototype / Shane / 13/09/2022
2. Review high fidelity prototype's UI, UX with client / Shane / 13/09/2022
3. Enquiring about company size to accommodate client needs. / Shane / 13/09/2022
4. Clarification of work schedules for staff. / Jun Jie/ 13/09/2022
5. Access of terminal, such as location of terminal and type of device. / Afif/ 13/09/2022
6. Review security aspects of the system. / Alford/13/09/2022
7. Additional Features; if any / Shane / 13/09/2022

Methodology

The client was asked to review high fidelity prototype design and provide feedback on what could be improved with the prototype.

Action Items (what things to change/improve)

1. Fixing color consistency for UI/UX, when crew is selected on job page, change selection color to grey from green. / Shane / 29/09/2022
2. Manager's planner page should display weekly view instead of monthly view. / Jun Jie / 29/09/2022
3. When allocating job assignments:
   a. All available crew staff should be shown for selection, except staff that have over 40 work hours of workload allocated for the week. / Shane / 29/09/2022

      b. All crew staff shown for selection will be sorted from the lowest workload hours allocated to the highest. / Afif / 29/09/2022

      c. All crew staff shown for selection will have their hours for their allocated workload displayed as a Quality-of-Life improvement. / Afif / 29/09/2022

4. Staff job preference is reviewed by the manager every week, staff can make amends for job preference from the window period, Thursday to Friday, 2359. / Shane / 29/09/2022

Security aspects covered

Our client's intended cybersecurity and IT policies:

1. The web application will only be available for access during office hours.
2. The web application can be accessed on personal and corporate devices, however only on the company's intranet.
3. There is one (1) IT administrator in the company.
4. Zero tolerance for web application downtime during operation.
5. Managers should not be able to access other staff's personal data.
6. All records and data should be stored for at least a year.

Our client agreed to the proposed security measures for the system:

1. TLS version 1.3 security protocol to be used for the web application's encryption.
2. 5 max login attempts before locking out the user account.
3. Employees are required to change their login passwords every 90 days.

Other Notes

Our client clarified information regarding his company's day-to-day operations and policies:

- Ferry operations are 24/7.
- There are approximately 40 people working in the company.

Our client agreed to proposed functions based on high fidelity prototype:

- Most of the proposed functions based on high fidelity prototype meets client requirements, only items in actions items must be followed up.