Requirements Gathering Documents

1. Requirements Definition Report

Functional Requirements

Owner Functions
- The system shall allow the owner to log in using a username and password.
- The system shall grant the owner **full access** to all system features and modules.
- The system shall allow the owner to add, update, and delete products in the inventory.
- The system shall allow the owner to view, edit, and monitor cashier activities, including time-in and time-out records.
- The system shall automatically update the inventory after each completed sale.
- The system shall generate daily, weekly, and monthly sales reports.
- The system shall notify the owner when product stock levels fall below a set threshold.

Cashier Functions
- The system shall allow the cashier to log in using a username and password.
- The system shall allow the cashier to time in and time out for attendance tracking.
- The system shall allow the cashier to enter the **order number** provided by the buyer's kiosk to load the corresponding order details.
- The system shall allow the cashier to review and confirm the order before finalizing.
- The system shall allow the cashier to edit or update the order if there are changes or additional items requested.
- The system shall finalize the order after payment is received.
- The system shall automatically update the inventory after each finalized transaction.

Client (Buyer) Functions
- The system shall allow the buyer to place orders **only within the café** using a **self-service kiosk**.
- The system shall display a **scrollable digital menu** of food and beverage items with product names, images, and prices.
- The system shall allow the buyer to select items and specify quantities to add to their cart.
- The system shall allow the buyer to review their order before checkout.
- The system shall generate a **unique order number** after the buyer confirms the order.
- The system shall display the order number for the buyer to present to the cashier for payment and confirmation.

Non-Functional Requirements
- The system shall be user-friendly and easy to navigate for non-technical users.
- The system shall be secure by hashing user passwords before storage.
- The system shall support at least 5 concurrent users without performance issues.
- The system shall be available 95% of the time during business hours.

2. List of Questions
1. How do you currently record sales and manage inventory?
   -We record everything manually, which is slow and error-prone.
2. What problems do you face with your current system/process? -Hard to monitor stocks, sometimes we run out or overstock.
3. Who will use the system (e.g., owner, cashier, staff)?
   -Crew for daily use, owners for reports and monitoring.
4. What kind of reports do you need (daily, weekly, monthly)?
   -Crew for daily use, owners for reports and monitoring.

5. How do you want to track low stock items?
   - Per pack with notifications when items run low.

6. Do you need role-based access (owner vs. staff)?
   -Yes, staff limited access, owners full access.

7. How do you want errors or notifications to appear (pop-up, email, dashboard)? -Should appear as pop-ups for quick attention.

3. Interview Preparation Form
Interview Objective: To gather requirements for the proposed cashiering and inventory system

Interviewee: Shop Owner

Interviewer: Student Developers

Date: September 19, 2025

Time: 9:00 AM

Location: Shop office

Materials Needed: Notebook, pen, voice recorder

Topics to Cover: Current workflow, pain points, desired features, reporting needs

4. Interview Schedule

Date	Time	Person to Interview	Role in Company
Sept 19, 2025	9:00 AM	Shop Owner	Decision Maker

5. Interview Report

Interviewee: Shop Owner

Date: September 19, 2025

Location: Shop Office

Summary of Findings:

- Current sales are recorded manually using notebooks.
- Inventory updates are delayed and errors occur when staff forget to log new stock.
- Owner wants a system that will automatically update inventory when a product is sold.
- Reports needed: daily and monthly sales reports for tracking profits.
- Owner prefers a simple, easy-to-use system with minimal technical complexity.
- Low stock alerts should appear on the dashboard so the owner knows when to reorder.

Key Requirements Identified:

- Automated sales and inventory tracking.
- Report generation feature.
- Low stock notification system.
- Simple and user-friendly interface.

Documentation: