**Stakeholder Meeting Reports**

# Meeting 1: Understanding the Problem

**Date:** February 22, 2024

**Attendees:**

* Me (Student)
* Ernst Jansen (CEO and Company Mentor)

**Agenda:**

* Introduction and project overview
* Detailed explanation of the current problems with tire procurement
* Discussion on the impact of these problems on warehouse operations
* Initial ideas for potential solutions

**Minutes:**

## Introduction and Project Overview:

* I introduced myself and provided an overview of the project objectives.
* Ernst welcomed me and expressed enthusiasm for the project.

## Explanation of Current Problems:

* Ernst explained that Truck Support Venlo faces significant challenges in efficiently procuring truck tires.
* The main issues are the lack of specialized tools for analyzing truck tire data, which leads to inefficiencies and higher costs.
* Current solutions are primarily tailored for car tires, leaving a gap in the market for truck-specific tools.

## Impact on Operations:

* Ernst highlighted that these challenges restrict warehouse managers from making informed strategic decisions.
* This inefficiency results in higher operational costs and reduced overall productivity.

## Initial Ideas for Solutions:

* Ernst suggested that a comprehensive and user-friendly dashboard could help aggregate and analyze tire data.
* The tool should provide actionable insights and recommendations for purchasing decisions.

## Action Items:

1. I will research existing solutions and identify gaps.
2. Prepare a preliminary proposal for a dashboard solution.

# Meeting 2: Prototyping and Feature Requirements

**Date: March 10, 2024**

**Attendees:**

* Me (Student)
* Ernst Jansen (CEO and Company Mentor)

**Agenda:**

* Review of initial research findings
* Discussion on prototype design
* Identifying key feature requirements for the dashboard
* Feedback and next steps

**Minutes:**

## Review of Initial Research Findings:

* I presented findings from the initial research, highlighting the lack of truck-specific tire procurement tools.
* Discussed potential features that could address the identified gaps.

## Prototype Design Discussion:

* Ernst provided input on the initial design sketches for the dashboard.
* Emphasized the need for a user-friendly interface that allows quick and easy data access.

## Key Feature Requirements:

* Secure user authentication and authorization.
* Supplier comparison based on price, quality, and delivery time.
* Inventory management to track tire stock levels.
* Order management features to place and track orders.
* Data analysis and reporting tools for comprehensive insights.
* Alerts and notifications for critical updates like low stock levels or price changes.

## Feedback and Next Steps:

* Ernst approved the proposed prototype design and feature list.
* Suggested moving forward with developing a more detailed prototype for further review.

## Action Items:

* I will develop a detailed prototype based on the discussed features.
* Schedule the next meeting for prototype review.

# Meeting 3: UX Design and Interface

**Date: April 2, 2024**

**Attendees:**

* Me (Student)
* Ernst Jansen (CEO and Company Mentor)

**Agenda:**

* Presentation of the detailed prototype
* Discussion on user experience (UX) design principles
* Feedback on interface design and usability
* Planning for user testing

**Minutes:**

## Presentation of Detailed Prototype:

* I presented the detailed prototype, showcasing the key features and interface design.
* Walked through the user flow from login to accessing and analyzing tire data.

## UX Design Principles:

* Ernst emphasized the importance of an intuitive and user-friendly design.
* Discussed best practices for UX design, such as minimizing the number of clicks to reach key features and ensuring consistency in design elements.

## Feedback on Interface Design:

* Ernst provided constructive feedback on the prototype:
* Suggested improving the layout to make it more streamlined and less cluttered.
* Recommended adding tooltips and help sections to guide users through the application.
* Highlighted the need for responsive design to ensure usability on various devices.

## Planning for User Testing:

* Discussed the importance of user testing to gather feedback from actual users.
* Agreed to identify a group of warehouse managers to test the prototype and provide feedback.

## Action Items:

* I will refine the prototype based on feedback.
* Plan and schedule user testing sessions with identified users.
* Prepare a user feedback form to gather insights during testing.