

## Meeting Summary

**Project:** Time Tracker- Brazos Valley rehabilitation Center

**Team name:** ASMAAC

**Date:** Friday, October 17, 2014

**Time:** 3.30pm

**Attendees:** Cheryl Allen (Client),  
Anurag Garg (323006933),  
Anurag Garg (323007195),  
Aksshita Sharma (723007512),  
Caio Monteiro (723000813),  
Meenakshi Narayanan (623007039)  
Somaieh Bahrami (522006274)

**Location:** Client office, Brazos Valley Rehabilitation Center, 1318 Memorial Drive, Bryan TX-77802.

**Stakeholders :** Employee, Admin

The BV Rehab Centre requires a Time tracker application that updates the employees' timesheets automatically. The employees log in to their profiles to record the start/stop time of work which includes the office time -in/out and lunch time-in/out. If an employee fails to record his work time, he can request the admin to update his timesheet. The employees who work at the office can log in from the workstations in the office only, whereas the employees, who work outside the office, can access the website through their mobile phones. The hourly employees are allowed to work a maximum of 40 regular hours/week, any hours exceeding that will count in overtime. A consolidated report of all the employees will be generated from the times sheets.

The Time-Tracker application, that is to be developed using Ruby on Rails, will provide a framework that will use SQLite or similar database to store employees' information and the server timestamps will be used to record the number of hours worked for the employees between their login and logouts. The application will allow the admin to see a consolidated report containing information for the employees over selected period of time. The admin will also be able to add new employees and edit existing employee information in the application when required.