Meeting Minutes
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Table of Contents

Meeting #1:

Meeting #1	Owner Interview
Date	January 21, 2025
Location	Zoom
Time	5:00pm (1 hour)
Attendance	Dellah, Anthony, Sarem (Manager)
Meeting Notes	Dellah and Anthony met with Sarem, the manager of Mocha Point, to explore the possibility of Mocha Point becoming a client for their project. They discussed the deficiencies in Mocha Point's current system and reviewed the company's operations to understand its workflow. After identifying the key issues, they determined which system to tackle for the project.
Post Meeting Takeaway	Dellah and Anthony left the meeting and informed the other group members about the discussion. They provided everyone with a clear starting point, setting the stage for the brainstorming process on the system requested by Mocha Point.

Meeting #2:

Meeting #2	Service Meeting Interview
Date	February 26, 2025
Location	Zoom
Time	3:00pm (1 hour & 30 minutes)
Attendance	Dellah, Anthony, Olivia, Joe, Justin, Sarem (Manager)
Meeting Notes	The team met with Sarem, the manager of Mocha Point, to discuss the specifics of the company's inventory acquisitions and review the outputs from Clover POS. They clarified exactly what Sarem wants the new system to do and addressed questions about how the system will be built.
Post Meeting Takeaway	The team gathered details on Mocha Point's inventory acquisitions and Clover POS outputs. With these insights, the team is starting to lay the groundwork for building the system to fit Mocha Point's needs.

Meeting #3:

Meeting #3	Service Meeting Interview
Date	March 3, 2025
Location	Zoom
Time	7:00pm (1 hour)
Attendance	Dellah, Anthony, Olivia, Joe, Justin, Sarem (Manager)
Meeting Notes	Files and reports have been shared for use in developing the system. With this information, the team is now better prepared to move forward with the system development.
Post Meeting Takeaway	Having received the necessary files and reports, the team can now analyze the data to ensure it aligns with the system requirements. This information will guide the next steps in development, helping to refine system features and structure. Any additional details needed for clarification will be addressed as the team progresses.

Meeting #4:

Meeting #4	Final Meeting
Date	March 6th, 2025
Location	Mocha Point
Time	4:00pm (2 hours)
Attendance	Dellah, Anthony, Sarem (Manager)
Meeting Notes	Anthony and Dellah visited Mocha Point to gather additional information for the inventory management system. Anthony met with Sarem to observe the Clover POS system in real time, gaining a firsthand understanding of its functionality and capabilities. He also recorded a video of the POS in operation to share with the team. Meanwhile, Dellah sat down with Sarem to document precise measurements for each ingredient used in the menu items. Dellah compiled this data into a spreadsheet and shared it with the team for reference in the inventory management system.
Post Meeting Takeaway	Anthony's visit provided the team with valuable insight into Mocha Point's Clover POS system from a behind-the-counter perspective. This helped the team determine which features should be included in the system, as well as identify all ingredients used in menu items and how they should be managed within the system. Dellah's work collecting and organizing ingredient measurements into a spreadsheet provided the necessary data for the team to begin the programming phase of the project.